



Mountain Roots

Mountain Roots, Inc.
www.MountainRoots.org

PO Box 248
Cedar Mountain, NC 28718

Job Description: Summer Camp Coordinator—Summer 2018

Position Opening

Mountain Roots is hiring a Summer Camp Coordinator that will have the opportunity to work closely with a small staff team and an awesome group of kids. Mountain Roots is offering seven weeks of day camp this summer in Brevard and Fletcher, NC. We work with a range of populations through our various programs. As a mission-driven organization, one thing that all of our programs have in common is striving towards this common goal: to provide discovery and outdoor learning experiences with a focus on environmentally responsible and community centered living. Our summer camp coordinator will start working on the planning stages of day camp in mid-May and work Day Camp and Camp wrap up through late August. The Coordinator role is unique in that this staff member gets to work directly with our campers a couple times / day during camp (through activities of their choosing / that fit their skill set) while spending most of their time overseeing camp and working directly with camper families to assist with registration, drop-off, pick-up, staff meetings, and logistics.

Qualifications

The Summer Camp Coordinator is directly responsible to the Mountain Roots Executive Director. Our Camp Coordinator may range from a variety of backgrounds, but must have certain interests and qualifications. These include the following:

- A bachelor's degree in a field related to outdoor education, or the equivalent in work experience
 - Possibly a degree in outdoor leadership/recreation/education; elementary education, the arts and sciences, non-profit management, and other related fields
- Experience (and/or interest) working with youth ages 4-18
- Ability to manage a group safely and confidently
- Interest in working closely with a small staff team and a willingness to provide support and feedback to Core group leaders, counselors, and interns
- Wilderness First Responder (preferred), Wilderness First Aid, or Standard First Aid / CPR
- Experience working with individuals from varied backgrounds, abilities, and cultures
- Interest in gaining specific youth development work skills, and administrative experience
- An excitement about serving others in an outdoor setting through challenge and experiential education, as well as a belief in environmentally responsible actions and education
- Competent and comfortable leadership and teaching styles (and an interest to develop these)
- Interest in program and curriculum development preferred

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Summer Camp Coordinator Job Responsibilities

- To practice the mission of Mountain Roots by providing discovery and outdoor learning experiences with a focus on environmentally responsible and community centered living
- Participate in and assistance in facilitating / preparing staff training
- Lead role with camper registration. Family emails, drop in, pick up, etc.
- Facilitating camp activities as necessary (i.e. science experiments, songs / opening circle, theme & topic activities)
- Attend all staff meetings (and assist with leading when necessary)
- Day Camp projects and logistics (program prep work)
- Punctuality to all programs, activities, and meetings (5-10 minutes early preferred)
- Act as a model of character development and leadership components being taught
- Be a mentor to participants
- Assist in preparing snack (and prepping other program supplies, etc.) when necessary
- Manage groups in a safe manner, as outlined in the Mountain Roots risk management plan
- Develop an understanding of the various programs of Mountain Roots, Inc.
- Physically able to work the various programs
- Maintain a positive attitude and flexible mindset
- Openness to receiving and providing feedback
- Time management

Compensation

Weekly rate ranges starts at \$450 per week

Position Type: Seasonal from May 21-August 17

Reports To: Executive Director

To Apply: Complete the attached application and return it with your resume and a cover letter explaining why you'd make a great fit with our staff team. Send to:

Mountain Roots, Inc.
Attn: Employment
PO Box 248
Cedar Mountain, NC 28718

Or email it to: ali@mountainroots.org; with the subject line: Employment 2018

www.MountainRoots.org



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Mountain Roots Summer Camp Coordinator Application

Personal Information

Your name: _____

Current address: _____

Your email address: _____ Phone # _____

Education

College or University (Degree and Area of Study)

Other educational experiences:

Certifications (Please list any relevant medical or training/educating certifications and dates):

References

Please give us the name, email address, and phone number of 3 people (not relatives) who can attest to your professional and personal qualities, skills, and experience.

Experience

Highlight what *specific* experience you would bring to Mountain Roots Day Camp?

Other Comments

What else would you like to share? Why would you be a great fit to work with Mountain Roots?