



Nature Program Director

- Classification:** Hourly, non-exempt
- Reports to:** Program Coordinator
- Basic Function:** To plan, direct, manage and supervise Hartford's Camp Courant nature and woodland safety programs.

Responsibilities

- Develop curriculum and program plans in the areas of environmental awareness and outdoor safety, including assessment tools, appropriate for each age group. Curriculum should emphasize identifying plant life, wetlands, vernal pools and animal habitats;
- Provide program goals, objectives and activities to Camp Program Coordinator one week prior to Camp opening;
- In collaboration with the Comptroller, order supplies as needed and provide receipts within one week of purchase;
- Effectively supervise and evaluate all nature and woodland safety activities and make recommendations for improvements as needed;
- Train and supervise counselors to assist with daily programs and activities;
- Complete daily assessment of all woodland areas for safety precautions;
- In collaboration with the Comptroller and the Transportation Director, plan and organize field trips as necessary, and submit requests for payment at least one week in advance of activity;
- Attend any additional staff trainings and meetings as necessary;
- Provide year-end report to the Camp Director no later than one week after the last day of Camp;
- Provide weekly activity reports to the Camp Program Coordinator;
- Take inventory of supplies and equipment, check for needed repairs and provide recommendations to Camp Director;
- Perform a variety of additional duties as deemed necessary to achieve the goals of Hartford's Camp Courant.

Equivalent Education Level

- High school diploma or equivalent required, college degree preferred, with concentration in earth sciences or related field.

Specific Skills Required

- Ability to work outdoors for an extended period of time;
- Successful completion of hiking or woodland safety courses;
- Outstanding planning and organizational skills;
- Ability to develop curriculum and measurement tools;
- Proven success in managing programs;
- Demonstrated ability to train groups and individuals;
- Excellent interpersonal communication;
- Strong written and verbal communication skills and ability to communicate effectively with persons of diverse backgrounds;
- Unwavering commitment to children.