

Director, Green Mountain Conservation Camp
Temporary seasonal position with VT Fish and Wildlife Department

Summary: Are you interested in wildlife conservation, working outdoors, and educating youth? Jump start your career in conservation and gain valuable experiences. We have openings available as Natural Resource Instructors and Directors at our Green Mountain Conservation Camps. Our positions provide tremendous opportunities for students and graduates to apply their academics in the field and develop additional outdoor knowledge and teaching skills. Best yet, these internship level positions pay competitively. Why work anywhere else?

Job Description: The Camp Director will be responsible for administering the Conservation Camp Program at one of the two sites, under the supervision of the Education Manager and Camp Coordinator. The Director will split their time performing administrative necessities, ensuring the buildings and grounds are in good repair, observing and participating in class activities, and maintaining an effective public relations program. The Camp Director will be responsible for the day-to-day tasks, administrative responsibilities, management, and supervision involved in running a residential summer camp. The Camp Director is also involved in teaching courses ranging from first aid, hunter and bow hunter education, fishing, forestry, ecology, fish and wildlife management, and outdoor recreation. The Director is responsible for mentoring campers and other staff members and assuring that the camp goals, objectives, and the mission of the Vermont Fish and Wildlife Department are met.

Major Responsibilities:

1. Oversee the camp operation in its entirety.
2. Supervise camp staff (Assistant Director, 7 Natural Resource Instructors, and a weekly changing staff of Volunteers).
3. Directly responsible for the health and well being of all campers and staff (80 people/week); ensure that all camp programs meet appropriate health, safety, and legal requirements.
4. Responsible for the development, implementation, and management of the camp program and schedule and ensuring that courses are presented effectively.
5. Manage the business, administrative, and operational aspects of the camp, including authorization of payments, pre and post season maintenance, ordering necessary supplies, and ensuring paperwork is completed in a timely and correct manor.

Applicant Criteria: Minimum criteria: a college degree, preferably in Natural Resources, Wildlife, or Environmental Education or a season as Assistant Director. Experience in education, residential camp life, leadership, and supervising staff are highly desired. Willingness to work and teach adolescents 12 to 16 years old and excellent communication skills are a must. Current First Aid/CPR certification required. Must have maturity and the ability to handle sensitive and legal issues that may arise. Applicants with summer camp, fishing, hunting/firearm experience, valid driver's license, or advanced emergency are certifications (WFA, WFR, OEC, Lifeguard, ect.) are preferred.

Additional information:

Closing Date: March 15, 2010

Salary: Aprox. \$700 per week + room & board

Position dates: mid may to late August/early September 2010

To apply, send resume and letter of interest to:

Conservation Camps

103 South Main St, 10 South

Waterbury, VT 05671-0501

Phone: 802-241-3768

Email: FWGMCC@state.vt.us

Equal Opportunity Employer/Affirmative Action