JOB TITLE: Camp Coordinator

SUPERVISOR: Humane Education Manager

STATUS: Temporary, Seasonal

SUMMARY:
Woods Humane Society is seeking a Camp Coordinator for its upcoming Spring Break Animal Camp (April 6-17) and Critter Camp (10 weeks in summer, June 8-August 14). These camps are exciting and popular week-long day-camps at Woods Humane Society SLO that allow youth in grades 4th-6th (roughly ages 9-12) to learn about, care for, and help animals in need.

The Camp Coordinator works with the Humane Education Manager to perform a variety of functions including: planning and coordinating a week-long schedule of appropriate activities to be repeated each week for a new set of campers; managing and leading camp counselors and volunteer junior counselors; working within the budget to plan and order supplies for camp and preparing all materials in advance of camp; designing and teaching fun, interactive lessons; overseeing group activities; supervising and mentoring children; overseeing safe, kind interactions between children and animals; caring for and handling a variety of animals (this may include rats, rabbits, guinea pigs, mice, hamsters, bearded dragons, parakeets, dogs, cats and more); assisting with the day-to-day management of camp and camp staff; cleaning and organizing animal habitats and classroom spaces; and more.

Candidates with previous experience as camp leaders, teachers, or child caregivers are preferred. Experience in the field of humane education and animal welfare or with an interest and passion for animals and animal care could also do well in this position; however, the role is largely focused youth, education and camp/class management.

Read more about our camps, here: http://www.woodshumanesociety.org/shelter-services/camp.php.

VISION:
The Woods Humane Society team thrives on bestowing all patrons with top-notch customer service; all animals with the best possible care our resources permit; to approach each and every animal and person with compassion and understanding; to perform daily in an effective and efficient manner and to provide a pleasurable work environment rich in practical learning and team work.
KNOWLEDGE / SKILL QUALIFICATIONS:
Two years of college level units in Early Childhood Education, Recreation, Animal Science, Liberal Studies and/or Sociology or a degree in any of these fields of study preferred; a minimum of 6 months of animal handling experience and child-care or teaching experience; leadership experience; experience and ability to use computers (email, spreadsheets, Word, PowerPoint, etc.); a desire and will to teach humane education and to work with animals and children. A valid California driver’s license and CPR/First Aid certification must be obtained prior to the start date of camp.

WORKING ENVIRONMENT:
Possible exposure to infectious organisms, animal waste, chemical materials requiring OSHA Material Safety Data sheets and potential hostile persons/children and/or vicious animals.

Employment Period:

TRAINING & PREPARATIONS: March 2 – April 3, and April 20 - June 5: Part-time, flexible schedule for training and preparation

CAMPS:
  - April 6-10 and April 13-17, Monday through Friday, 8 a.m. to 4:30 p.m.
  - June 8 - August 14, 2020, Monday through Friday, 8 a.m. to 4:30 p.m.

CAMP BREAK DOWN: August 17 – 21: Part-time, flexible schedule for camp clean up

HOURS: (Subject to Change)
Maximum Work Hours: 575

Weekly Schedule During Camps:
(up to 32.5 - 40 hours per week with 30-minute unpaid lunch break occurring prior to the 5th hour of work)

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<tr>
<th>Day</th>
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<tr>
<td>Sunday</td>
<td>Off</td>
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<tr>
<td>Monday</td>
<td>8:00 a.m. to 4:30 p.m.</td>
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<td>Tuesday</td>
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<td>Friday</td>
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<td>Saturday</td>
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PHYSICAL REQUIREMENTS:

Ability to lift and carry 50 pounds for 100 feet; withstand long periods on their feet; bend and reach; stoop, lift, crouch, crawl, sit on the ground, and other moderately strenuous activities; walk on uneven ground; control dogs on a leash; appropriately and humanely restrain cats and dogs; work with a variety of animals and cleaning agents and work with a variety of animals in a variety of settings both in and out of the shelter.
Individual will have extended periods of 4 to 6 hours of standing, stretching and bending. Must be able to stand, walk, sit, talk and hear and see, stoop, bend, squat, kneel, grasp grip, put fingers together firmly and reach above and below shoulder level and lift, push or pull 50 pounds for situations of restraining or moving animals and lifting supplies, materials and equipment; repetitively use hands to move animals around; operate computers; flex the neck upward and downward; twist the neck and the waist. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CAMP PREPARATION RESPONSIBILITIES:

- Complete one week of Animal Care training
- Work with Humane Education Coordinator to prepare camp budget
- Review/revise and print all necessary forms and applications
- Confirm field trip locations and camp demonstrations
- Plan and print camp curriculum and schedules
- Work with the Humane Education Coordinator to prepare PSA, media press releases, and website promotions
- Design and order T-shirts
- Prepare and solicit scholarships to local agencies
- Work with the scholarship committee to approve scholarships and notify scholarship recipients
- Create a craft and snack supply list, research cost, receive ordering approval and order supplies
- Work with the Humane Education Coordinator to determine if volunteers are needed and recruit them if so
- Create graduation certificates to be given to each camper upon completion of the week-long camp
- Order water and dispenser stand for duration of camp
- Prepare camp room: to include chairs, tables and other items of need
- Prepare First Aid kits for in-shelter use and to be taken on any outings
- Ensure transportation has been appropriately arranged and confirmed for any off-site outings
- Monitor all expenses to ensure they do not exceed the approved budget
- Assist with interviews and hiring process for Camp Counselors
- Send registration acceptance emails and reminders in a timely fashion

CAMP RESPONSIBILITIES:

- With the assistance of Counselors and Junior Counselors, ensure a structured, non-chaotic, safe learning environment is maintained at all times to prevent interference with normal shelter operations to the best of your abilities
- Oversee and partake in the day-to-day camp activities as Camp Coordinator to the participating children and their parents and as the supervisor of the Counselors and participating volunteers
- Ensure field trips/demonstrations and transportation is confirmed for each week’s camp
• Ensure all supplies are appropriately prepared for each week of camp
• Ensure all medical releases (registration forms) have been pulled and are made readily available for that week’s camp in case of an emergency (they must travel with the camp if off-site events occur)
• Ensure a weekly camp roster and schedule has been prepared and made available to the front office
• Ensure Counselors and volunteers are prepared for daily activities in a timely and orderly manner

AFTER CAMP RESPONSIBILITIES:
• Clean up, organize and inventory camp supplies.
• Write a camp review of what activities and lessons worked and what could be improved upon in the future.

WOODS HUMANE SOCIETY GENERAL:
• Serve as a model in the humane treatment of all animals
• Maintain a positive and professional attitude with all contacts, attendees, parents, coworkers and volunteers
• Attend any requested meetings
• Carry out other duties as assigned by the Humane Education Coordinator
• Attend Quarterly Staff Meeting, if scheduled

DRESS CODE:
You represent Woods Humane Society to our customers and the community. Your appropriate business attire should reflect the traditional standards that we have established for the operation of the shelter. Some departments within the society require uniforms. Uniform smocks are provided for personnel in these departments.

CRITTER CAMP:
Completely Enclosed Shoes (such as tennis shoes or work type boots)
Pants (denim or thick, durable fabric preferred)
Scrub tops, WHS camp T-shirt, WHS T-shirt, or T-shirts with no print (tank tops are not permitted)

PREEMPLOYMENT REQUIREMENTS:
• Daily driving could be required, must provide own vehicle, valid Driver’s License and proof of full vehicle insurance coverage
• Must pass criminal background check

EOE