

CAMP ONDESSONK OUTDOOR EDUCATION INSTRUCTOR - JOB DESCRIPTION

Season Duration: 3-Month Spring Contract (3 openings): February 22, 2022 - May 23, 2022

Reports to: Program Manager

Compensation and Benefits:

- \$420 per week paid bi-weekly
 - \$10 addition per week for a bachelor's degree
 - \$5 addition per week for up to four certifications (lifeguard, WFR/WFA, ACCT, USA Archery, CHA, AMGA, PCIA, etc.)
- Meals provided when groups are served
- Shared, single-gender housing and utilities provided, usually one person per bedroom
- Qualification for many outdoor gear and clothing pro-deals
- Financial assistance for trainings, certifications, & conferences
- Access to our entire 983-acre site and adjacent Shawnee National Forest
- Time to enjoy the place where you live and work
- Instructors are not required to stay in cabin with students & retire to their on-site residences at night

Nature and Scope of the Position:

Camp Ondessonk's Outdoor Education Staff wear many hats. Camp functions in many different ways between summers. In addition to our main function as an outdoor education facility, Camp Ondessonk is also a retreat center, event venue, hiking and trail riding destination, public campground, and horse ranch. Therefore, the role of the Outdoor Education Staff can change from day to day, even hour to hour. Although an outdoor education instructor first and foremost, every member of the staff throughout the season will step into the role of cook, dishwasher, custodian, wrangler, campground host, groundskeeper, housekeeper, among others. In light of this, it is crucial to have a strong but flexible work ethic to juggle the many required tasks of the position. In addition to the diversity of duties, we live where we work, and we work where we live. Camp is a small community with only about a dozen people living on-site year-round in a secluded setting. Having an open and welcoming sense of community will be an asset to anyone who has the unique pleasure of working and living at Camp Ondessonk.

Required Qualifications:

- 21 years of age
- At least 2 years of college credit or comparable lived experience
- Previous experience in a camp setting and basic knowledge of outdoor education
- First Aid/CPR/AED certified or ability to become certified within 30 days of employment
- High levels of personal integrity, emotional maturity, patience, adaptability, and self-motivation
- Energy, a good sense of humor, and a passion for the out-of-doors
- Ability to hike at least 3 consecutive hours over moderate to difficult terrain and lift at least 50 pounds
- A professional appearance (outdoorsy, woodsy professional)
- Ability to work independently, as well as part of a team
- Complete a rigorous 2–3-week training of all job specific responsibilities (listed below)

Preferred Qualifications:

- Bachelor's degree in any field; but a degree in outdoor recreation, education, or related field is a plus
- Knowledge of experiential education, environmental education, and challenge course facilitation
- Strong group facilitation, communication, and interpersonal skills, and a high degree of job flexibility
- Wilderness First Aid or Responder, Lifeguard, American Canoe Association, Certified Interpretive Guide, archery, rock climbing, equestrian, or other certifications

Responsibilities: The specific job responsibilities and their workload percentage will vary depending on the time of year. We are very program heavy in the months of April and May. Early spring is spent doing trainings, various projects, facility maintenance, program development, and other duties.

Primary Responsibilities: Program facilitation for Outdoor Education groups, Specialty/Volunteer Weekends, Road Scholar programs, and Summer Camp Promotional Campaign encompass about 50% of the workload.

- Serving as group leader and facilitator for Camp Ondessonk's outdoor education programs including:
 - Ground-based Initiatives (GBIs), team building, and low challenge course activities
 - High challenge course experiences (zip line, climbing wall, flying squirrel, giant's swing)
 - Guided interpretive nature hikes (half-day or all-day)
 - Orienteering, rock climbing, canoe/kayaking, outdoor living skills, among others
 - Nighttime activities include night hike, astronomy, campfire, among others
- Assisting in the facilitation of Specialty Weekends including Mother/Daughter, Family Camp, Father/Son, etc.
- Leading and facilitating adult learning programs such as hiking and boating.

Secondary Responsibilities: Logistical work including food service, lodging prep/cleaning, health and sanitation, and daily horse feeding encompass about 40% of the workload.

- Logistical work for school groups, specialty weekends, and weekend guests including:
 - Food Service:
 - Assisting Food Service Manager in preparation of meals and dining hall maintenance
 - Facilitating meals in Camp Ondessonk's Dining Hall
 - Dishes and dining hall/bathroom clean-up after meals
 - Lodging:
 - Preparing and general cleanliness of lodging units and cabins for groups
 - Inspection and cleaning after groups have checked out
 - Health and Sanitation:
 - Cleaning all shower houses, bathrooms, and outhouses for groups staying at Camp
 - Garbage and recycling collection in all areas of Camp
- Assisting the Equestrian Director and Assistant Director in the daily feeding and general care of our Stables, pastures, and 70+ horse herd, and some programming (guided trail rides, arena rides)
- Staffing Camp Ondessonk's Trading Post and Camp Store for school groups and weekend guests
- Part of a rotating weekend on-duty schedule to assist weekend guests, groups, and events

Other Responsibilities: The remaining 10% of the workload includes but is not limited to:

- Assisting maintenance crew with general repairs and upkeep of Camp facilities and other maintenance, building, and improvement projects
- Assisting office staff with clerical needs such as mailing various Camp literature, confirmation packets, making copies, answering telephones, data entry, other projects as needed
- Assisting Program Manager with program development
- Assisting housekeeping staff in general cleanliness and upkeep of the St. Noel Retreat Center
- Other duties as assigned

Send cover letter, resume, and three professional references to Nolan Hurst

nolan.hurst@ondessonk.com

Application deadline: January 3rd

For more information, call (618) 695-2489, ext. 116