



Assistant Camp Director

Dates: April 1-April 30 P/T; May 1-September 6 F/T (remote until June 10)

Compensation: \$760/week (\$19/hour)

TO APPLY: Visit our website at www.wayaoutdoorschool.com/2024-openings

About the Organization:

We are a Native women-led nonprofit that offers programs that intertwine outdoor adventure, science education, and Indigenous knowledge. Camp Wa-Ya, our nomadic outdoor summer camp, combines a love of local South Sound landscapes and Native culture with the integration of Western and Indigenous science and learning.

Position Overview:

The Assistant Camp Director is responsible for assisting with the formulation, implementation, and management of Camp Wa-Ya's summer camp programs. This position will help set the tone for camp staff culture and engage in a culturally integrated environment, where Wa-Ya's values of respect, diversity, equity, and inclusion are practiced. The position routinely engages with and works at the direction of the Executive Director and engaged Board members.

Wa-Ya runs a 10-week summer camp program with Day Camp offerings for ages 6-13 and Adventure Camp Backpacking & Kayak trips for ages 12-17. This position includes pre-season planning, logistical and administrative support in-season, as well as teaching and instructing environmental science and outdoor skills. This position will also support our overnight Adventure Camp program, helping to manage logistics and safety for youth and group trips in the backcountry.

Schedule & Location:

This position starts April 1st and is 10 hours a week for April. It is a full-time position from May 1st to September 6th. Work will be remote until mid-June. This position is expected to work on-site from June 10-September 6, 2024. All programs run Monday-Friday. Shifts are approximately 8 hours, although additional time may be needed for curriculum prep, cleanup, or to provide routine child care.

Camp Wa-Ya is based at Tumwater Historical Park, off of I-5, just south of Olympia, WA. While our days start and end at THP, our campers & instructors travel by van to sites throughout the Olympia area each day. The Assistant Camp Director will regularly be traveling with groups each week.

Compensation:

Compensation for this position is \$760 per week salary (\$19/hour equivalent). This position is expected to work 40 hours per week, although actual hours may vary at times in order to accomplish assigned duties. We will also cover First Aid & CPR, Indigenous science, and other related training for the right candidate.

Wa-Ya has local connections to help you find affordable housing during your summer contract.

Responsibilities:

- Pre-season program planning (scheduling field trips, speakers, lesson plans, etc.) and onboarding of Summer staff.
- Assist in designing and leading pre-season Staff Training.
- Assist in the development and maintenance of curriculum and associated curriculum resources to ensure Wa-Ya's learning objectives are met.
- Assist in providing daily direction, mentorship, routine communications, and supervision to camp staff throughout the Summer.
- Assist in providing daily program support and logistics, including but not limited to: maintaining camp rosters, organizing and delivering supplies, arranging and confirming field trip locations and speakers, transporting kayaks, loading and unloading kayaks onto a trailer, overseeing and/or facilitating activities, purchasing and maintaining camp inventory & supplies, and ensuring that speaker gifts are presented.
- Assist in managing administrative tasks such as: online camp registration, general records, Wa-Ya website updates, parent and partner organization communications (email & phone calls), etc.
- Assist in leading weekly staff meetings and check-ins through the Summer.
- Serve as a substitute instructor when needed and deliver pre-planned curriculum and activities to students.
- Drive the WaYa vans (12- and 15-passenger) when necessary.
- Ensure that all staff follow camp policies and procedures and ensure the safety and well-being of all participants at camp.

Qualifications:

Applicants who do not meet all the qualifications listed below but present other relevant qualifications or experience will be considered. If you are passionate about this work, please apply!

- A passion for inspiring and educating youth and connecting them to their authentic selves, their environment, science, and Native perspectives.
- Experience working with youth.
- Experience coordinating youth/outdoor programs and/or supervising staff or peers.
- Knowledge, skills, and abilities to provide logistical support and utilize critical thinking, problem-solving, prioritizing, conflict management, and multitasking skills.
- Excellent communication skills including written, oral, and presentation.
- Familiarity and experience in at least two of the following: environmental education, outdoor adventure activities, ecological science/research, native cultures.
- Familiarity with local flora and fauna, STEAM activities, and adventure-related activities including, but not limited to sea kayaking, rock climbing, hiking, and outdoor survival.
- Familiarity with Google Drive, Microsoft Excel, Word, and other Office programs.
- Ability to lift a minimum of 50 lbs.
- Comfortable working outdoors all day in all summer weather conditions.
- Valid driver's license, clean driving record, and ability to pass a background check.
- First Aid/CPR certified, Wilderness First Aid or Wilderness First Responder preferred.