

## BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

### Tifft Discovery Camp Counselor

*We inspire joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff.*

**Department:** Tifft Nature Preserve

**Position Title:** Tifft Discovery Camp Counselor

**Reports to:** Tifft Program and Experience Manager / Camp Director

**Status:** Part-time / Seasonal, Temporary / Non-exempt

#### **Overview:**

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

#### **Summary of Position:**

The Tifft Discovery Camp Counselors provide oversight of campers enrolled in Tifft Nature Preserve's Summer Discovery Camp programs. Counselors will work collaboratively with the Camp Director, Facilitators of Learning, and other Counselors to provide memorable and engaging experiences and a safe and fun summer for all campers. This position requires a friendly and positive individual who is energized by working with children ages 3 – 10. Ideal candidates will possess an interest in nature and enjoy being outdoors. The ability to be adaptable, proactive, and problem-solve is also key. To maintain a safe environment, the Discovery Camp Counselors will understand and adhere to the Department of Health Children's Camp and other camp guidelines at all times.

This is a seasonal, temporary position that will end no later than Friday, August 30. Candidates must be available to attend mandatory training from 9am - 4pm on June 15 and 22 and will be regularly scheduled to work up to 37.5 hours per week for the 9 weeks of summer camp. Preference will be given to candidates that are available all 9 weeks of camp. This season's camp dates can be found on Tifft's website at [tifft.org/programs/discovery-camps/](http://tifft.org/programs/discovery-camps/).

#### **Essential Functions**

- Serve as the main caretaker of their assigned Discovery Campers, including direct supervision of campers, setting up and facilitating activities, and preparing and distributing camp snacks.
- Help campers complete daily activities and projects by working individually and in small groups with campers.
- Ensure all campers are present and accounted for at all times.
- Assist campers with transitions between activities/locations in a safe, quiet, and organized manner.
- Keep classroom, other spaces, and camp materials neat, safe, and organized.
- Lead campers through daily clean-up to allow for cleaning and sanitation between camp days.
- Maintain an awareness of allergies, medical conditions, and special considerations of each camper (i.e., food and environmental allergies, asthma, ADHD) and always keeping those campers' needs in mind.
- Serve as a point person on safety concerns and activity coordination for their designated camp group.
- Bring any major problems, including camper conflict and safety issues, immediately to the attention of fellow Counselors, the Camp Director, or designated alternate staff member.
- Introduce and enforce all rules for expected behavior.
- Ensure group follows daily schedule to ensure smooth operation of entire Discovery Camp program.
- Provide constructive feedback to campers and work one-on-one with campers to adhere to rules as necessary, including mediating relations between campers and resolving minor issues.

- Communicate concerns to the Camp Director and/or designated alternate staff member, write-up and submit incident reports as needed, and work with staff to speak with parent/guardian when appropriate.
- Model appropriate behavior to campers by following BSNS and Department of Health camp guidelines.

### **Education, Experience, Skills & Qualities Required**

- High school diploma or equivalent, required.
- A degree or completed studies or strong interest in environmental education or life sciences, preferred.
- Experience working in a day-camp, educational setting, or supervising large groups of children required.
- Desire to work with children between 3-10 years of age required. Counselors will be primarily assigned to one camp age group (3-5, 5-8, or 8-10) however, Counselors may be asked at times to supervise campers of any age.
- Strong classroom/group management skills, preferred.
- Experience as a special education teacher or aide, a plus.
- Enthusiastic, patient, and flexible.
- Ability to work independently and as a team member.
- Ability to deal with emergencies calmly and responsibly.
- Have good character, integrity, and adaptability and be a creative problem solver.
- Strong time management and teamwork skills.

### **Physical Demands**

- Communicate effectively in small and large groups.
- Move frequently throughout the Preserve and within the Darling Environmental Education Center.
- Spend long periods of time outdoors in a variety of weather conditions.
- Lift and transport program materials up to 20 pounds with the assistance of a wheeled cart.
- Operate sanitation tools using proper techniques (training provided).

The Society's culture is one of collaboration, collegiality, and teamwork. The Tifft Facilitator of Learning must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Tifft Facilitator of Learning must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

### **Equal Opportunity Employer**

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.

The salary for this position is \$16.00 an hour.

Please send cover letter and resume via email to [careers@sciencebuff.org](mailto:careers@sciencebuff.org) Please include "Tifft" in the email subject line.