



Friends of Hunt Hill Audubon Sanctuary, Inc.

N2384 Hunt Hill Road Sarona, WI 54870

www.hunthill.org

715-635-6543

Lead Educator (*Summer Seasonal- 12 week position*)

The Friends of Hunt Hill Audubon Sanctuary (FOHHAS), is a private, not-for-profit organization, open to all, dedicated to fostering understanding, appreciation and protection of the environment. FOHHAS provides hands-on outdoor education to youth, adults and the public. FOHHAS protects 572 acres of WI lands and waters.

Summary: Reporting to the Program Coordinator, the Lead Educator (LE) serves as an assistant to the Program Coordinator (PC) in all aspects of the youth day camp program at Hunt Hill Audubon Sanctuary. The LE helps coordinate all aspects of camp (60%), supports and co-supervises Environmental Educators (EE) (40%), and provides excellent customer service to campers and families. The term of employment is Tuesday, May 31 to Sunday, August 14, 2022.

Specific Duties Include:

- Coordination of Camp
 - Coordinate
 - Support the PC in developing schedules and summer assignments for EE's; create daily rosters of campers; coordinate and submit day camp supply needs for purchase; develop content and lead morning meetings; greet and collect paperwork from camper families upon arrival; ensure clean spaces for programming; check out campers at the end of each day; report any injuries to the Group Coordinator.
 - Other
 - Serve as group leader or educator when needed; assist in training opportunities for staff.
 - Assist PC in camper support services or disciplinary actions for campers or EE's.
- Support and Co-Supervise Environmental Educators
 - Support
 - Assist in reviewing EE programs before their presentation and provide feedback and direction to ensure age appropriate, fun and high-quality programming; plan staff activities; act as a representative for EE concerns, requests and questions; assist PC in evaluations of EE's; coordinate meals for EE's.
 - Co-Supervise
 - Co-supervisor of the EE's (similar to the role of an assistant manager); hold EEs accountable to schedules; observe and evaluate staff programs to ensure quality programming, notify the PC of any unsafe practices or staffing concerns; assist in enforcing Covid precautions; assist in enforcing rules and expectations of EE's.
- Assist
 - Serve as a Group Leader, Environmental Educator, or lifeguard (if certified), as needed, to offer the best experience for campers.
- Fill in effective day-to-day operations of day camp programs in the absence of the Program Coordinator.
 - Welcome guests; answer questions guardians have; support EE's; use discretion for best interest of FOHHAS.
- Serve as a cooperating camp staff team member to help fill in, as needed, for various jobs throughout the camp.
 - May include cleaning, kitchen work, lifting and moving furniture, gardening, trail work.
- Evaluate, maintain, organize and safeguard program supplies.

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Qualifications:

- Supervisory experience preferred.
- Possess a strong interest in nature, the outdoors, and working with youth.
- Enthusiastic, dependable, and trustworthy.
- Demonstrated ability to work with minimal supervision.
- Ability to work long, flexible hours when needed, including weekends and evenings.
- Experience teaching or working with youth.
- Possess American Red Cross lifeguard certification, or be willing to become certified (training is provided).
- Preference given to applicants with a current lifeguard certification or willingness to become certified (training is provided). Potential candidates who wish to become lifeguard certified **must complete the following prerequisites**, administered during summer staff training:
 - Swim 300 yards continuously demonstrating breath control and rhythmic breathing. You may swim using the front crawl, breaststroke or a combination of both but swimming on the back or side is not allowed. Swim goggles are allowed.
 - Tread water for 2 minutes using only the legs. You should place your hands under your armpits.
 - Complete a timed event within 1 minute, 40 seconds.
 - Starting in the water, swim 20 yards. Your face may be in or out of the water. Swim goggles are not allowed.
 - Surface dive, feet-first or head-first, to a depth of 7 to 10 feet to retrieve a 10-pound object.
 - Return to the surface and swim 20 yards to return to the starting point with both hands holding the object and keeping your face at or near the surface so you are able to get a breath. You should not swim the distance under water.
 - Exit the water without using a ladder or steps.

Time Commitment:

This is a full-time position, primarily Mondays-Fridays from 7:45 am to 5:30 pm. Occasional weekend and evening hours will be required due to contracted and public programming. Educators can expect to work at least 40 hours a week, but some weeks will require longer hours depending on camp scheduling.

Compensation:

1. This is a 12-week position, starting May 31 and ending August 14
2. Salary is \$400/week plus on-site housing and meals are provided.
3. American Red Cross First Aid, CPR, AED, Lifeguarding, Blood-Borne-Pathogens, and Anaphylaxis and Epinephrine Auto-Injector training provided at no charge.

To Apply:

Applications will be reviewed and positions offered on a rolling basis. Priority will be given to applications received by Friday, March 11, 2022. Send cover letter, resume and 3 references to: Darcy Lilla, Hunt Hill Audubon Sanctuary at the address above. Email applications are welcome at: program@hunthill.org.