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**Employment at Education Camps**

Applications for summer 2011 camp positions can be sent in starting after September 30, 2010.

Department of Environmental Conservation is seeking male and female staff for four residential Environmental Education Camps. All four of our programs cater to campers who are 12 to 14 years old: Camp Colby near Saranac Lake in the Adirondacks, Camp DeBruce in the Catskill Mountains, Camp Rushford in Allegany County western New York and Camp Pack Forest in Warren County in the Adirondack Mountains. In addition Camp Pack Forest also offers a program for older students, ages 15 to 17 for three out of the seven weeks. Campers arrive on Sunday afternoon and leave on Saturday morning

The four geographically diverse environmental education camps teach youth the importance of conservation. Each of the camps consist of hard working, determined staff whose primary goal is to teach valuable lessons about the environment while providing a platform for each camper to personalize their love for the outdoors.

Room and board are provided to all staff members. Employment at camp begins in mid June 2011 and ends mid August 2011.

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| **Position** | **Qualifications** | **Salary per week** |
| [Camp Director](http://www.dec.ny.gov/education/1869.html?showprintstyles#CampD) \*\* | Bachelors Degree or 25 years old, residential camp supervisory experience, must meet minimun qualifications of Camp Counselor | $783 |
| [Assistant Camp Director](http://www.dec.ny.gov/education/1869.html?showprintstyles#Assistant) \*\* | Bachelors Degree or 25 years old, residential camp supervisory experience, must meet minimun qualifications of Camp Counselor | $783 |
| [Health Director](http://www.dec.ny.gov/education/1869.html?showprintstyles#Health) \*\* | EMT, Paramedic, LPN, RN, PA or MD certified. | $783 |
| [Camp Counselor](http://www.dec.ny.gov/education/1869.html?showprintstyles#CampC) \*\* | Two years of college or work experience in natural resources, biological sciences, environmental science, environmental education, geology, environmental studies, outdoor recreation, elementary, middle, secondary, special education or camp management | $624 |
| [Camp Cook](http://www.dec.ny.gov/education/1869.html?showprintstyles#Cook) | Three years cook experience, one year of supervisory experience | $626 |
| [Food Service Worker II](http://www.dec.ny.gov/education/1869.html?showprintstyles#II) | 18 years old, one year experience equal to that of Food Service Worker 1 | $560 |
| [Food Service Worker I](http://www.dec.ny.gov/education/1869.html?showprintstyles#I) | 18 years old | $481 |

\*\* The positions conduct and supervise campers on a 24 hour basis and are required to have certification in American Red Cross Responding to Emergencies and CPR/AED for the professional resucer or approved equilvant.

Please read the job descriptions for the available positions. We receive many applications for these positions, it is best to apply early. Interviews of qualified candidates will begin in the fall and continue until all positions are filled. Applicants possessing a NYS driving license, Lifeguarding, EMT, and similar certifications are preferred. If you are interested in one of these positions, please submit a *resume, college transcript and cover letter* along with the [DEC Employment Application (PDF)](http://www.dec.ny.gov/docs/administration_pdf/hr1.pdf) (137 Kb) to:

**DEC Camps Employment  
625 Broadway; 2nd Floor  
Albany, NY 12233-4500**

**or e-mail** [**campemploy@gw.dec.state.ny.us**](mailto:campemploy@gw.dec.state.ny.us)

*New York State is an equal opportunity employer.*

**Camp Director**

Camp Director has overall on-site responsibility for camp operations. In addition, the Camp Director is frequently called upon when camp is not in operation for facilities, staff and programmatic advice. They are assigned a wide variety of tasks and duties that must be performed to insure the efficient operation of the camp program. Specific duties include:

* develops and supervises a comprehensive training program for staff and volunteers;
* supervises all camp staff that includes Assistant Director, Health Director, counselors, cook, food service workers and volunteers;
* reviews and evaluates lesson plans and teaching techniques; suggests changes, additions and methods of educational effectiveness; and
* completes all required reports, inventories and forms.
* promotes and maintains positive public relations with DEC operations, health department, sponsors, campers, parents and local community.
* counsels problem campers and contacts parents/guardians if needed

**Assistant Director**

The Assistant Director is the second in command and is responsible for the planning and implementing the education and recreation programs and will serve as director in the absence of the Camp Director. The Assistant Director is also responsible for the development of daily camp schedules, staff schedules and staff assignments. Specific duties include:

* develops and submits weekly reports on camp operations, facility conditions, special events, safety inspections and the overall program;
* develops fire, search and rescue plans and implements drills and reviews;
* arranges for the ordering and delivery of food and other supplies and services; maintains records on expenditures for such; and
* makes daily inspections of camp facilities and through the DEC regional field operations supervisor, arranges for any necessary repairs.

**Health Director**

The Health Director is held accountable for the health and well being of both staff and campers on a 24-hour basis. The Health Director assures that Health Department requirements are reviewed and complied with; camp infirmary meets requirements; facilities are prepared; lessons, work plans and special programs are developed; and staff training is carried out. During the camp season, the Health Director oversees the camp program which services 50-60 new campers each week for a total of more than 400 campers for the summer. Specific duties include:

* **MUST be a NYS certified EMT, Paramedic, LPN, RN, PA or MD**;
* maintains camp infirmary, monitors environmental and individual's health (staff and campers) and prepares accident and illness reports; and
* on call 24/7 while camp is in session to accompany sick or injured campers to the hospital or an ER.

**Conservation Education** **Camp Counselor**

Each Camp Counselor is a residential instructor and on call 24 hours. They are responsible for the general welfare of the campers. Counselors will supervise eight to ten campers and instruct them in environmental subjects, outdoor skills, NYS sportsman education program and recreation. They are responsible for the condition of the camp grounds and the supplies and materials used in the camp programs. Counselors also assist the Camp Supervisors in the development of daily, weekly and seasonal schedules. Specific duties include:

* supervises the campers on a 24-hour basis; are responsible for the well being and health of the campers;
* instructs the campers in the core environmental science curricula; and
* responsible for the planning and conducting of recreational activities, including maintaining camp inventories

**Conservation Education Camp** **Cook**

The camp cook is responsible for the planning, cooking and serving (60-70 people) all camp meals. In addition, the cook maintains all kitchen and dining hall supplies, materials and equipment. They must be neat, reliable, punctual, flexible and responsible. The cook must be able to prepare menus and order food within a strict budget. They also must have knowledge of nutritional dietary needs of campers and be familiar with New York State Department of Health (DOH) Regulations pertaining to storage, preparation and serving food. This person works a maximum of 40 hours per week.Specific duties include:

* prepares menus and meals in consultation with camp supervisor;
* is responsible for the proper storage and record keeping of all food items; and
* prepares weekly orders in conjunction with central office staff.

**Food Service Worker** **II**

The Food Service Worker II serves as the assistant cook and aids the cook in the planning, cooking and serving of all the camp meals. The assistant cook is responsible for maintaining all kitchen and dining hall supplies, materials and equipment under the direction of the cook. The assistant cook aids the cook in supervising the Food Service Worker I and volunteers. They are responsible for all of the planning, cooking and serving in the event that the cook is not present. This person works a maximum of 40 hours per week Specific duties include:

* assists in preparation of menus and meals;
* be familiar with and comply with (DOH) regulations for the storage, preparation and serving of food and with sanitary regulations concerning kitchen and dining hall;
* assists in ordering, delivery and storage of food including inspection of deliveries; and
* assists the cook in the proper storage and record keeping of all food items.

**Food Service Worker** **I**

This position is responsible for the cleanup of the dishes, pots, pans and dining hall after each meal. A part of this job is the supervision of volunteers during the cleaning process. They might be called upon to help shuttle supplies and materials for trips, run errands and take part in other tasks necessary for the operation of camp. After cleanup duties are completed, this staff person participates in all other areas of camp including recreation, instruction time, free-time supervision, hikes, field trips, evening activities and bunk/cabin supervision. This person works a maximum of 40 hours per week Specific duties include:

* cleanup of dishes, pots, pans, kitchen and dining hall after each meal;
* assist in education and recreation activities including outdoor skills courses, hunter safety and swimming;
* supervise volunteers in the cleanup of dishes, pots, pans, kitchen and dining hall; and
* participate in evening activities including overnight camp outs, night walks, campfires and special programs as time allows.