



## **Manice Education Center** **Assistant Camp Director** **Town of Florida, MA 01247**

**Christodora, a 124-year-old nonprofit, nonsectarian organization, based in NYC, seeks a vibrant leader in outdoor developmental and environmental education to join our team as the Assistant Camp Director** at the Manice Education Center (MEC) in the town of Florida, MA, located in the Berkshire Mountains of Western Massachusetts on a 200-acre wooded campus. MEC operates outdoor environmental and expedition education programs for approximately 1,200 youth from New York City from April through October each year. In spring and fall, MEC hosts two environmental education field trips each week for NYC public schools for approximately 30 students during each trip. In summer, MEC offers a full season of expedition and environmental education courses for NYC youth in grades 6-12 with approximately 40 campers at each of the five sessions: exploratory, foundational, advanced, high school leadership training, and BRIDGE, as well as hosting a satellite program in the Great Mountain Forest of Connecticut called the Summer Ecology Program (SEP)

**Join our Seasonal Team:** March 21 – Nov 11, 2022

### **Responsibilities**

Engaging as a key member of the MEC seasonal administrative team, the Assistant Camp Director (AD) brings a high level of positive energy while providing effective leadership to daily operations at MEC. Responsibilities include assisting the MEC Director with staff training as well as empowering and supporting outdoor educators (~12), teaching assistants (~4), and operations assistants (~4) to deliver effective, hands-on activities in environmental education, outdoor leadership, and nature exploration. The AD creates and organizes multiple program schedules, helps evaluate and implement educational activities, and plans for MEC-wide programs, activities, and events. The AD supports safe, healthy, and fun programming through daily, on-site supervision and on-call responsibilities, including supervising waterfront activities (at MEC's one-acre, spring-fed pond), managing the infirmary as needed, and supervising the excursions program (backpacking and canoeing). Other duties include evaluating staff and facility needs, leading and assisting day-to-day care of gardens, preparing supply requisitions, and transporting program participants/staff in MEC vehicles. The AD serves as the Acting Director in the MEC Director's absence.

MEC is a residential program and requires the Director to live in a private room on-site with a shared staff bathroom during the Apr-Nov season. The AD generally performs their duties during afternoons and evenings, and they are part of the MEC administrative support team as well as the seasonal, on-call emergency response system.

At least three years of prior program administration and/or leadership experience in environmental education, outdoor leadership, and/or nature exploration for youth. Leadership experience in residential programs preferred

Highly organized with demonstrated success in coordinating schedules and activities

High energy and outstanding prior performance as a leader with positive and effective communication skills

Passionate about positively impacting youth and can easily build rapport with a broad and diverse population from marginalized neighborhoods in New York City

A commitment to expanding access to outdoor spaces and learning through increased diversity, equity, and inclusion

Able to spark an interest in the natural sciences and possess at least three years of experience teaching environmental education or outdoor leadership lessons/activities in informal or formal settings to middle- or high-school youth

Have prior experience facilitating low-element challenge course activities; leading backpacking and/or canoeing trips; and able to provide training and, as necessary, field support to groups in the field

Experienced in making effective leadership decisions during emergency procedures and can serve as Acting Director when needed

Interested in learning more about joining Christodora for multiple seasons

### **Acknowledgement**

The staff of the Manice Education Center acknowledges that, as outdoor professionals, we continue to live on and make a living from the unceded ancestral lands of the indigenous people who stewarded this area for generations before the arrival of European settler colonialism. These people and sovereign nations include the Mohican, now known as the Stockbridge-Munsee Band in what is currently called Wisconsin, the Pocumtuc, the Nipmuc, and the Wabanaki, though much of this collective history remains lost or stolen through the effects of European settler colonialism, and we acknowledge there may still be more peoples who stewarded these lands. These nations are not currently represented in the board, directors, or employees of Christodora, Inc., which owns and operates MEC, and MEC continues to benefit from the oppressive history of colonialism and industrial agriculture that has forever altered the ecosystems of the region. We recognize there will be implications for how Christodora must alter its thoughts and decisions in benefitting from educating youth on these ancestral lands, and we welcome dialogue in this work, as this is only a small step toward repairing the generations of injustice done to these people and nations.

### **Requirements**

Excellent examples of motivational, organizational, and communication skills: Applicants are welcome to share portfolios

BA/BS in a related discipline; MA/MS preferred

Valid Red Cross Waterfront Lifeguarding Certification (or ability to attain before the start of the summer)

At least two years of supervisory-level experience in a residential camp or youth program (or the ability to attain American Camping Association Camp Director Certificate prior to start)

Valid Wilderness First Responder (WFR) and CPR/AED Certifications

MA state regulations require candidates to be at least 25 year old

Current driver's license with clean driving record

Comfortable driving 15-passenger vans and towing both a canoe and small-equipment trailers

Background clearances and medical physical with requisite immunizations per MA camping laws

### **Compensation/Benefits**

\$850/week

Room and board at MEC during employment  
Outdoor equipment discounts through Liberty Mountain  
Use of company vehicle, MacBook Air, and iPhone for work  
Eligibility for 403(b) retirement plan through Principal  
Financial support for necessary professional development

**To Apply...**

This position remains open until filled. Please send a resume and detailed letter of interest in the body of an email to [employment@christodora.org](mailto:employment@christodora.org) with subject, “[Last Name]/MEC AD” as the subject of the message. Three professional references may be requested following an initial interview. Christodora is committed to making a difference within a culturally diverse, equitable, and inclusive educational environment that expands access to outdoor learning and spaces for all students, and applicants are encouraged to include how they will further this goal in their application materials.

*Christodora is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, and/or any other characteristic protected by law.*