



# Nature Summer Day Camp Instructor

Douglas-Hart Nature Center  
2204 DeWitt Avenue East  
Mattoon, IL 61938  
217-235-4644  
[programs@dhnature.org](mailto:programs@dhnature.org)  
[www.dhnature.org](http://www.dhnature.org)

The Douglas-Hart Foundation is currently seeking Nature Summer Day Camp Instructors to join our team this summer. We value all individuals, and encourage those belonging to underrepresented groups and people with diverse backgrounds and abilities to apply. Learn more below:

## **About The Douglas-Hart Foundation:**

The Douglas-Hart Foundation is a 501 (c) 3 non-profit organization and receives no tax support. The Foundation manages three properties in Coles County, IL: Douglas-Hart Nature Center, Friendship Garden, and The Whiteside Garden. Our mission is “Through the responsible stewardship of Helen Douglas-Hart’s gifts, the Douglas-Hart Foundation will be a leader in promoting the appreciation, enjoyment, and conservation of our natural resources by providing quality resources for all ages.”

## **About our Summer Camps:**

Our nature summer day camps are hosted at the Douglas-Hart Nature Center in Mattoon, IL. Camps are 3 hours each day (Monday - Friday) in the morning (9am-Noon) and afternoon (1-4pm) with the exception of our PreK camps and one-day camps. Each week we offer different morning and afternoon camps to these four age groups: PreK, Kindergarten-1st Grade, 2nd-3rd Grade, 4th-5th Grade. Each camp includes hands-on activities, outdoor exploration & play, crafts, games, and more aligned to that week’s camp theme and more importantly, our mission. We expect at least 50% of camp time to be spent outdoors, and the remaining time can be spent in the designated classrooms inside the visitor center.

## **Nature Summer Day Camp Instructor Job Description:**

Nature Summer Day Camp Instructors (internally referred to as ‘camp counselors’ or ‘educators’) are responsible for planning, coordinating, teaching, and leading quality nature summer day camp programs at the Douglas-Hart Nature Center. Instructors will lead groups of 5-15 children ages 3-11 with the assistance of Junior Counselor Interns (JCI) through hands-on activities, outdoor exploration & play, crafts, and games. Instructors are trained and supervised by the Foundation’s Education Director.

## **Benefits:**

- Receive valuable paid hands-on training to prepare you for camp. Training topics include environmental education, child behavior, camp management, leadership, and more!
- Opportunities to receive professional certifications (First Aid/CPR, Project WILD, and more!)
- Professional experience in interpretation, environmental science, and youth development that serves as a springboard for future endeavors
- Spend quality time outdoors which has scientifically proven mental, emotional, and physical health benefits
- Become part of a positive work culture that supports you to be successful in your role
- Experience the satisfaction of connecting today’s youth to the natural world
- Additional staff incentives such as snacks, refreshments, t-shirts, prizes, and more

- One free Acorn membership to the Douglas-Hart Foundation. Membership benefits can be found on our website: [www.dhnature.org/membership](http://www.dhnature.org/membership)

### **Qualifications:**

- At least eighteen years of age
- Have a high school diploma, GED, or equivalent
- Attending or attended college for education, recreation, environmental science, biology, or other related fields preferred
- An interest in nature, teaching, and/or leading youth
- Have reliable transportation
- Able to work schedule requirements. Shifts are typically 7:30am-1pm or 12pm-5:30pm Monday-Friday. You'll be assigned morning or afternoon each week and be expected to arrive on time and stay the entirety of your shift. Additional days/hours as required.
- Comfortable operating a computer and other related technology
- Fun and enthusiastic personality to keep program participants engaged
- No camp experience required

*Don't think you meet the qualifications, but have the passion, interest, and ability? Apply! Camp counselors come from a wide variety of backgrounds.*

### **Physical Demands and Work Environment:**

- Ability to work outdoors under various weather and environmental conditions
- Ability to lead and actively participate in camp activities, which includes but is not limited to: hiking, physical games, crafts, and educational activities
- Ability to use hands or fingers to operate classroom and outdoor equipment
- Ability to sit, stand, walk, kneel, or maintain physical activity for extended periods of time
- Ability to supervise multiple children, ensure camper safety, and maintain a safe environment
- Ability to identify and report any hazards that affect yours or campers' health and safety
- Ability to maintain Douglas-Hart Nature Center property. Educators will monitor the general cleanliness and safety of classrooms, restrooms, and outside areas. Educators are responsible for the setup and cleanup for all educational programming on site. This includes housekeeping duties such as sweeping, wiping counters and tables, mopping, emptying trash, organizing and returning supplies to their appropriate location.

*The physical demands described are required to perform the essential duties of the job, but reasonable accommodations can be made to enable people with disabilities to perform the essential duties.*

### **How You Will Make an Impact:**

- You will attend, assist, and participate in summer camp trainings and/or meetings. Tentative training schedule (*subject to change*):
  - Tuesday, May 15, 5-7pm (Paperwork)
  - Saturday, May 20, 9-11am (Volunteer Training)
  - Monday, May 22 - Friday, May 26, 8:30am-4pm (MANDATORY Staff Training)
- You will follow pre-made lesson plans, while having the ability to modify or add activities within the guidelines of the Douglas-Hart Nature Center mission and goals.

#### Seasonal Environmental Educators

- You will provide direction, supervision and organization of 5-15 campers (ages 3-11) and volunteers (ages 12+). Educators must be able to communicate effectively to all parties and properly supervise youth at all times.
- You will model an excellent attitude while problem solving and managing behavioral issues.
- You will ensure camper safety and maintain a safe environment. Report directly to the Education Director with serious concerns regarding child behavior and/or camper safety.
- You will assist with administrative duties pertaining to the summer camp program. Such duties may include submitting supply lists, compiling evaluations, collecting household forms, etc.
- You will represent the Douglas-Hart Foundation by following and upholding all safety and security procedures. Educators must serve as a positive role model to campers and the general public.
- You will provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
- You will have opportunities to lead other public programs beyond summer camps. Instructors may also lead field trips on-site for visiting groups. Field trips are usually around an hour long and involve similar activities to summer camps.
- You will complete other duties as needed.

The Douglas-Hart Foundation is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which employment is based on qualifications, merit, and business needs and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, family, national origin, military service, or citizenship.