

Outdoor Living Skills Coordinator - Leadership Job Description

Qualifications:

1. Passion for Creation Care and Outdoor/ Environmental Education and Leave No Trace practices
2. Desire to lead and train staff and campers in outdoor activities
3. Previous experience in an OLS or Outdoor education program
4. Meets all qualifications of general leadership for Camp Don Lee

Responsible to: Assistant Director or EE Coordinator

Specific Responsibilities:

1. Lead the training and development of OLS/ EE staff during weekend and weeklong staff development in coordination with Assistant Director and/or EE Coordinator
2. Oversee all OLS Programming
 - a. Morning: HITW and Hayride, over breakfast packouts
 - b. Day time: OLS, Trip Prep, Field Games, Challenge, Archery and Nature
 - c. Night time: HITW, N'ishing, N'allenge, N'archery, N'ayride
3. Schedule staff to make sure all activities are covered at each time- lead activities if needed and coordinate with other leadership or staff if there are not enough people to cover all OLS program times
4. Train and carry out the proper upkeep for all OLS equipment including but not limited too: tents, OCKs, cast irons, other trip gear, archery, challenge materials, black-top and field game materials, LNT teaching materials, Nature classroom materials, animal room
 - a. Perform routine checks of challenge box, archery shed and OLS shed for organization and supplies
5. Ensure all staff and campers are prepared for any off site trips
 - a. LNT Classroom, trip prep classrooms, packouts
6. Work with the Kitchen and Assistant Director to determine pack-out schedule and needs
 - a. What is needed for pack out- food and travel containers
 - b. When is the best time to pack out- work with Kitchen schedule
 - c. Do you have all information needed about trip to make pack-out
 - d. Includes HITW and over breakfast pack-outs
7. Work with all leadership to make sure the daily schedule has the appropriate OLS activities- i.e. what nature is happening that day, how many staff are available
8. Work with Assistant Director and the LIT Coordinator to make sure LIT's are getting proper training in OLS classes and coordinate field game leaders from the LIT's
9. Coordinate necessary items needed for check-in and check-out
 - a. Check-in: Tent, table and chairs at Directors driveway for med-hut; tent and chair at gate; cones for fellowship hall parking lot, tractor/hayride for moving luggage
 - b. Check-out: cones in parking lot of fellowship hall, tents or tarps ready if raining
10. Oversee (or delegate) the preparation and putting away hayride for SNL
11. Work and communicate efficiently with the Don Lee Summer Leadership team to fill in and help where needed on any all camp activities

12. Communicate daily with the Assistant Director with any questions, comments, concerns, suggestions, ideas and general moral check-ins
13. Other duties as assigned