

Job title: Administrative Assistant and Extended Day Program Manager

Organization Overview

Common Ground is a center for environmental learning and leadership in New Haven, Connecticut. On our campus at the base of West Rock Ridge, a diverse community of children, young people, and adults cultivate habits of healthy living and sustainable environmental practice. Common Ground connects farm, forest, and city. Our working organic farm includes production and educational gardens, and a variety of animals. Located at the base of West Rock Ridge, our site includes 20 acres of forest with hiking trails, wildlife, and diverse natural habitats. For more information on Common Ground, see www.commongroundct.org

The overall purpose of summer camp at Common Ground is to provide a diverse group of children with a fun, safe summer experience, emphasizing building friendships and developing an appreciation for the natural world. Campers will experience nature as a fun, exciting place to explore, and discover how people, food, and the environment are interconnected. Committed camp staff are critical to establishing and maintaining the friendly, educational, community atmosphere of Common Ground Camps.

Job Description

The Administrative Assistant and Extended Day Program Manager will play an important role in making sure that the overall camp experience is organized and runs smoothly for campers, parents, and staff. The job includes both administrative time and time spent interacting with and running activities for campers. Specific duties include:

- Maintain camp database (enter registrations, update camper information, etc)
- Send receipts, reminders, and other communications to parents
- Assist with managing camper records and camp information as required for camp licensing purposes
- General trouble shooting and problem solving during the camp day – sub or co-lead activities when necessary, keep supplies stocked, help manage campers and the general flow of the camp day

In addition, this position has primary responsibility for the extended day program. Extended day hours are from 3:00 – 5:00, and activities are of a general recreational nature (indoor and outdoor games, crafts, etc). Anticipated daily enrollment is approximately 50 campers ages 4 – 13, with one staff person for every 15 children. Within the extended day program, the Extended Day Program Manager is responsible for preparing and maintaining attendance records, organizing and supervising extended day staff, preparing one or more daily activity choices (craft, game...), providing consistent daily structure, communicating with parents as they pick-up children, directing end of day clean-up, and any other tasks as necessary.

Job Schedule

This is a seasonal, part-time position from June 21 – August 20, 2010. The work schedule is Mon – Fri from 12:30 – 5:30, for a total of 25 hours per week. These are the minimum dates and hours, and it is possible that additional weeks and hours will be added as needed.

Qualifications and Compensation

Minimum qualifications for this position are:

- Completion of at least one year of college (post-college applicants welcome and encouraged)
- Experience working with children in formal or informal settings (school, nature center, summer camp, scouts, etc)
- Excellent administrative skills and attention to detail
- Good problem solver and self-directed thinker and worker

- Strong professional communication skills – both written and verbal
- Willingness to get dirty and work hard in all weather (including summer heat & humidity and/or rain)
- Ability to work on a team of adults and teenagers, including both taking and giving direction

Compensation: \$16.50/hour

To Apply

Application deadline: open until filled (interviews begin in March 2010)

Apply online at www.commongroundct.org

Applicants must also email a resume to Rebecca Holcombe, Camp Director: rholcombe@nhep.com