



San Joaquin River Parkway and Conservation Trust

Young Explorers Director

General Description

The Young Explorers Director reports directly to the Director of River Camp Programs of the San Joaquin River Parkway and Conservation Trust (Trust). This individual is responsible for the direction of the Young Explorers pre-k day camp program, which takes place Tuesday-Thursday mornings from June-August. The Young Explorers Director will help further the mission of the Trust through the development and implementation of outdoor experiential education activities for youth ages 3.5 through entering Kindergarten. This individual will act as a member of the River Camp Leadership Team and will be responsible for daily oversight of Young Explorers counselors. This position receives the week of July 4th off.

Young Explorers Program Duties

- Develop new, engaging activities for program participants and utilize existing activities and materials to create daily program schedules
- Oversee and assist with implementation of daily camp schedule and activities
- Assist with program outreach and camper recruitment
- Manage liability forms and other information for campers
- Plan and lead training sessions for Young Explorers staff members
- Oversee Young Explorers counselors and conduct daily staff meetings
- Communicate with parents as needed throughout the summer

Leadership Team Duties

- Assist in the interviewing and hiring of camp counselors
- Participate in Leadership Team meetings and trainings prior to regular staff training
- Develop and lead portions of weeklong all-staff training as assigned
- Conduct evaluation of Young Explorers counselors

Other duties may be assigned throughout the course of the summer.

Time Commitment

The River Camp Young Explorers Director will participate in monthly Leadership Team meetings to prepare for the camp season from February-May, will assist with interviewing counselors in March and April, will participate in and lead portions of staff training (60 hours) May 25th-27th and May 30th-June 2nd and will oversee camp sessions from June 12th-July 28th. This position receives the week of July 4th off. During camp sessions, this position will work approximately 6 hours/day Tuesday-Thursday.

Qualifications

- Must be 18 years old, a high school graduate, and have minimum completion of two years of college coursework. Pursuit of a degree in education, recreation, environmental science, or related field preferred.
- **All individuals that work with children are required to submit to a DOJ background check through LiveScan service upon receiving a conditional job offer.**
- Ability to stand, stoop, kneel, crouch, walk, swim, use hands/fingers (dexterity), lift up to 40 lbs, and work outdoors in heat (sometimes exceeding 110°F)
- Experience working with pre-K aged youth strongly preferred
- All staff **must** be able to attend at least 75% of staff training

To apply please submit a cover letter, resume, and [completed application](#) to the e-mail kkincaid@riverparkway.org with the subject line "Young Explorers Director." **Position open until filled; final applications due by March 3rd, 2023.** *The San Joaquin River Parkway & Conservation Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*