

Camp Fire First Texas Job Summary



<i>Job Title</i>	Texas Outdoor Education Center Fellowship
<i>Department</i>	Outdoor
<i>Position</i>	
<i>Level/Classification</i>	
<i>Location</i>	Camp El Tesoro, 7710 Fall Creek Hwy, Granbury TX 76049
<i>In-Person/Virtual</i>	In-Person 100%
<i>Reports To</i>	Outdoor Education Coordinator and Rentals and Retreats Coordinator and Day Camp and/or Resident Camp Directors
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Temporary (August 2023 to August 2024)
<i>Compensation Package</i>	\$350/week Plus food when programs are in session and lodging includes private rooms, shared kitchen and laundry
<i>Start Date</i>	Flexible

APPLY NOW

Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

Our Investment in You

Through a commitment to equity, continuous learning and by leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to the passionate individual who is ready to join our team.

Job Summary: Under the direction of the Texas Outdoor Education Coordinator and Rental and Retreats Coordinator, this position is responsible for facilitating a variety of hands-on experiential learning opportunities for participants of all ages. In working with the Texas Outdoor Education Center (TxOEC), the program specialist teaches environmental education programming to kindergarten to 12th grade students, who participate in day and overnight

programming. In conjunction with our Rentals and Retreats department, the program specialist facilitates outdoor adventure activities for a variety of user groups renting Camp El Tesoro facilities throughout the year.

Essential Functions:

- Implement a variety of age and ability appropriate activities in environmental education programs, such as: fossils, birds, habitats, native flora, insects, and additional studies as developed.
- Implement a variety of age and ability appropriate activities in the above-stated outdoor adventure programs, such as: archery, challenge course, canoeing, outdoor survival skills, and additional studies as developed.
- Participate as a member of the TxOEC and Rental and Retreats team to deliver and supervise evening programs, overnights, and special events.
- Evaluate the success of outdoor programs and assist in quality modifications through Camp Fire Program Quality Assessment.
- Ensure participants know and follow safety and educational procedures.
- Maintain the environmental education and outdoor adventure equipment including curriculum and material storage areas, facility areas, books, brochures, materials and supplies.
- Observe hazards or developments in the natural environment and alert appropriate staff.
- Inventory and restock environmental education and outdoor adventure equipment in a timely manner.
- Conduct a daily check of the facilities and equipment for safety, cleanliness and good repair.
- Ability to live in camp setting and work irregular hours while delivering programs.
- Endurance including standing, some bending, stooping and stretching.
- Ability to observe behavior, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Assist in overall implementation of camp programs.
- Ability to support Facilities team through occasional cleaning of cabins, dining hall, trail maintenance, among other tasks
- Adhere to Camp Fire First Texas policies and procedures.
- Assume other duties and special projects as assigned

Required Knowledge/Skills/Abilities:

- Bachelor's degree in education, forestry, anthropology, wildlife management, environmental science, outdoor recreation, or related fields is preferred. Degree may be substituted by a combination of college hours and at least two years of outdoor experience. Volunteering or interning in organizations that focus on child education or nature education can also assist in experience for the Outdoor Education Program Specialist
- Current CPR/First Aid certifications (or willingness to attain upon hire)
- Self-motivated, able to work independently or with a team
- A genuine interest in working with and teaching participants of all ages in an outdoor environment.

Preferred Knowledge/Skills/Abilities:

- Previous summer camp and/or outdoor education experience.
- Preference toward current or willingness to attain Archery, Challenge Course Level 1, and/or Lifeguard certifications.
- The ability and desire to work with elementary school students through senior adults in small and large group situations, a desire to live in community, a sense of humor, creativity and flexibility.

Certificates, Licenses, Registrations

- First Aid / CPR certificate
- Archery Level 1 certificate

- Project WILD, Project WILD Aquatic, and/or Project Learning Tree
- ACCT Level 1

Essential Functions:

- Ability to lift 40 pounds, to stoop, stretch, bend and walk on uneven terrain and in a variety of environments and weather
- Provide a warm, nurturing, fun, and safe environment for all participants
- Interact with program participants in a positive and professional manner
- Attend all meetings and functions required by the position
- Ability to facilitate implement curriculum with participants of all ages
- Ability to use office equipment including copiers, computers and telephones
- Ability to use maintenance equipment including saws, loppers, rakes, and shovels

Fellowship Program Promises:

- Attend one (1) regional conference (American Camp Association, Texas Outdoor Education Association, Texas Environmental Education Association, Texas Children in Nature Network, Informal Science Education Association)
- Certified in one (1) environmental education curriculum. (Project WET, Project WILD, Project WILD/Aquatic, Project Learning Tree, Certified Interpretive Guide)
- Certified in Association for Challenge Course Technology (ACCT) level 1
- USAA Archery level 1
- First Aid/CPR/AED certification
- Lifeguard certification
- Trained in and implement Camp Fire First Texas’ Program Quality Assessment (PQA)
- Create, implement, and facilitate one (1) new outdoor education activity that is accurate and aligned with the TEKS (Texas Essential Knowledge and Skills) for the Texas Outdoor Education Center (TxOEC).
- Continually sharpen skills by attending trainings, participating in weekly and monthly trainings, semi-frequent observations and evaluations (i.e. formal, peer, self, etc.) reviewing individual feedback, and setting monthly and yearly goals.
- Trained in use of chainsaws, hand tools, and other maintenance equipment.
- Certificate of completion of Texas Outdoor Education Center Fellowship program

Relationships:

Program Specialists report to TxOEC and Retreat and Rentals coordinators, develop positive relationships with program participants, and collaborate with other staff at Camp El Tesoro.

Accountability:

This position is responsible for supervision and safety of program participants at Camp El Tesoro.

Program and Management Key Areas of Responsibility:

Key Area of Responsibility	Specific Duties
Program Operations	School – year: <ul style="list-style-type: none"> • Plan and coordinate with Program Coordinators to implement daily lesson plans based on groups needs or other daily tasks as needed • Supervise and participate in group activities • Delivery of designated outdoor education and recreational

	<ul style="list-style-type: none"> lesson plans • Prepare for educational programs – setup and cleanup of classes, inventory class supplies and kits • Support curriculum development • Perform Camp Fire Program Quality Assessment • Assist in program events such as Camp Previews, Fall/Winter Camping, Trail Run, and Breakfast with Santa, as needed • Ensure proper use of program supplies and equipment to minimize waste <p>Day Camp:</p> <ul style="list-style-type: none"> • Plan at least one summer day camp week, including generate a supplies list, create and list activities, consider risk management and create evaluations • Lead at least one overnight summer camp, serving as the point person for staff responsibilities, daily activities, and logistics. • Assist with at least two of Camp El Tesoro’s summer camps in a counselor role, leading activities, managing behavior, and creating a positive environment for all campers.
Human Resources	<ul style="list-style-type: none"> • Demonstrate professionalism and show sincerity/sensitivity in areas of participant experience • Show a commitment to individual and organizational growth and improvement; be flexible and maintain a positive attitude and composure when working alone/in teams, receiving constructive criticism, and during times of stress; show dependability in attendance • Report any concerns to supervisors immediately • Attend required training and staff meetings • Working collaboratively with other Program Specialists, Program Coordinators, and Facility Staff. • Maintain positive, professional relationships with participants, school faculty, and families • Interact with program volunteers, as needed
Financial Operations	<ul style="list-style-type: none"> • Provide exceptional customer service to participants • Maintain high number of programs by providing excellent programming.
Marketing & Communication	<ul style="list-style-type: none"> • Promote Camp El Tesoro programs within the community and during programs • Represent Camp El Tesoro in a positive manner.
Facilities & Equipment	<ul style="list-style-type: none"> • Maintain a clean and safe program area • Report all maintenance and repair needs to the Site Director • Occasionally driving vehicles on and off-road, including but not limited to UTV’s, trucks, and trailers
General Responsibilities	<ul style="list-style-type: none"> • Attend Camp Fire Town Hall Meetings • Communicate regularly with supervisor about unusual events, special needs, participant concerns and suggestions • Be able to communicate program purposes and goals in the community • Support and implement Council goals as assigned

About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

As part of Camp Fire First Texas, Camp El Tesoro has been operating since 1934, and serves over 3,000 participants during the school year in our TxOEC and Rental and Retreat programs. At camp, participants get to experience many fun new activities, like archery, canoeing, fossil hunting, outdoor cooking, and more, while simultaneously developing important social skills, like teamwork, communication, and independence.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally-responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Apply:

[Apply online](#) or email HR@CampFireFW.org a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/careers/>.

Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or follow up emails, please.***

