



JOSHUA TREE
Residential Education Experience

Camp Coordinator – Adventure Calling Oasis Elementary

Join the adventure at Joshua Tree Residential Education Experience (JTREE) www.JTreeOutdoorEd.org. JTREE is a formal partner of Joshua Tree National Park (JOTR) with a mission to develop and operate a multi-day outdoor education experience inside JOTR for middle school students. JTREE is seeking a Camp Coordinator to lead and operate an outdoor education grant program for Oasis Elementary School. The Camp Coordinator will oversee most aspects of staffing and camp program operations under the supervision of the JTREE Grant Administrator. In this vital role you will be an integral part of a unique outdoor education experience developed for and awarded by the [State of CA Parks & Rec OEP Grant](#). The Camp Coordinator is a seasonal, part-time salaried position which is active during the academic school year.

RESPONSIBILITIES

- Assist the JTREE Grant Administrator in the hiring of Field Instructors and Interns.
- Conduct staff orientation, training and on-going supervision for Field Instructors and Interns.
- Plan and oversee camp activity materials and supplies ensuring adequate supply is on hand and that all necessary items are on site for each day's activities.
- Perform outdoor educator duties as a supervising and hands-on Field Instructor during all program activities ensuring that proper safety precautions are being followed. Field Instructor duties are:
 - Supervise youth grades K-6 with assistance from their teacher and parent volunteers (if any).
 - Instruct youth in environmental education, natural history, ecology, outdoor skills, and other related fields per the JTREE planned program curriculum.
 - Lead these curriculum activities in classrooms and outdoors at Oasis Elementary School, outdoor in JTNP and on trails as defined by the grant program activities.
 - Assist Oasis Elementary School teachers/staff in the event of an emergency following all JTREE emergency procedures. Mitigate risk wherever possible and make safety recommendations to the JTREE Grant Administrator.
 - Communicate with Oasis Elementary School staff providing updates and answering questions as needed.
- Communicate with Oasis Elementary School staff to coordinate and schedule all program activities, to ensure all permission slips are received by the teacher and bus transportation has been arranged by the school.
- Return phone calls in a timely manner and communicate via email or social media as appropriate.
- Organize and maintain all necessary staff records, health records, and payroll documents.
- Maintain a log of time/hours by activity and location performed by Camp Coordinator as per grant requirements. A standard form will be provided.
- Submit all staff timesheets in a timely manner to the JTREE Grant Administrator per the payroll schedule. This includes the Camp Coordinator's log of time/hours performing activities for JTREE's Adventure Calling Oasis Elementary program.
- Assist the JTREE Grant Administrator in the management of the approved grant program budget by keeping within budget and maintaining purchase records for any supplies and materials purchased by the Camp Coordinator. All receipts must be submitted to the JTREE Grant Administrator according to the provided accounting procedure and schedule.
- Assist JTREE Grant Administrator in the assessment of program evaluations utilizing surveys. Make changes as necessary to ensure all objectives are met in the areas of customer service and program effectiveness.
- Other duties as may be assigned by the JTREE Grant Administrator.



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EXPECTATIONS & SUMMARY OF ROLE

The Camp Coordinator is a representative of JTREE when conducting business and interacting with the Morongo Unified School District and the educators, administrators, and parent volunteers of Oasis Elementary. Additionally, he/she serves as a role model to students and JTREE staff. As such, it is expected that he/she present themselves in a professional manner considering their actions, appearance, language, and general conduct.

DESIRED SKILLS

- Strategic thinker with demonstrated experience in managing multiple projects simultaneously with changing priorities and tight deadlines.
- Proficiency in Microsoft Office Suite and ability to learn new software as required.
- Demonstrated ability to handle sensitive information and maintain confidentiality.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist program participants in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of program participants.
- Ability to maintain a calm demeanor during an emergency.

QUALIFICATIONS

- A bachelor's degree.
- Two years' experience in supervision of youth recreational programs.
- Current CPR/First Aid Certification.
- Valid Driver's License and a clean DMV Record.
- Willingness to undergo a State and Federal Background Check.
- Passion for JTREE's mission.
- Interest in and comfortable working with youth ages 5 through 11 in a desert outdoor setting.
- Knowledge of Mojave/Colorado Desert ecology and culture.
- Availability and flexibility to work a variety of days and times.
- Solid organizational abilities, including planning, delegating, program and task facilitation.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.