



671 FLOC Way ♦ Harpers Ferry, WV 25425 ♦ (304) 725-0409 ♦ Fax: 304-728-7565

LEARN. TRUST. CHALLENGE
www.flocoutdoors.org

MISSION STATEMENT:

For Love of Children's Outdoor Education Center facilitates healthy character development for youth and adults through adventure challenges, environmental education, and sustainability practices in a powerful outdoor classroom where experiential learning inspires individual potential and leads participants toward discovering connections between the natural world and their communities.

PROGRAM OVERVIEW:

Through our programming, we teach individual and group leadership skills, team building and environmental education. The OEC provides custom designed, client focused programming consisting of 1-day to multi-day learning experiences, year round. We house multiple hands-on environmental and science learning centers as well as adventure challenges, trainings, retreat and facility rental. The OEC is located on an extraordinary 350 acres of wilderness 65 miles from our nation's capital.

Position Title: Summer Program Counselor In-Training (CIT)

FLSA:

Reports To: Summer Program Director (SPD)

Date:

Division: Outdoor Education Center (OEC)

Grade:

Description/Definition: This position description incorporates the core responsibilities of the job. It is recognized that other related duties not specifically mentioned might also be performed, and that not all responsibilities may be carried out depending on operational needs.

Position Purpose: To effectively support all aspects of For Love of Children's Outdoor Education Summer Program as described below.

Principle Accountabilities: The Summer Program Counselor In-Training (CIT) is charged with all pre-program, program and post-program work detailed below.

Pre-Program

Required on-site dates June 9 – August 13, 2008, there are days off between Programs.
Familiarize yourself with OEC staff, the site, and, all program resources and systems.
Participate in staff training.
Report as needed and/or as required by the SPD.

Program

Serve as a leader and mentor for all Participants.
Practice and promote all OEC policy and procedures (see manual).
Participate in all assigned programming.
Facilitate program-wide physical and emotional security for everyone always.
Maintain open communication in support of all participants and all staff.
Perform all work assignments.
Maintain the integrity of all program content, gear, and equipment.

Support development of individual participant portfolios.
Attend staff meetings as required by SPD.
Meet with SPD for an individual performance review after each camp and as needed.
Report as needed and/or as required by the SPD.

Post-Program

Complete all work assigned for post-program clean-up detail.
Complete post-program report.
Meet with SPD for an individual performance review.
Report as needed and/or as required by the SPD.

Education: Employee must possess, or be currently enrolled towards a High School diploma or the GED equivalent and in good standing.

Experience and Skills: Employee must present the desire and/or ability to work long hours in all kinds of weather and practice one or more of the following: ropes/challenge courses, environmental education curriculum, adventure activities (backpacking, camping, wilderness skills, canoeing, kayaking, swimming, rock climbing, mountain biking), arts and crafts, computers, elementary and middle school academic standards and personnel management.

Additional Minimum Employment Requirements: Employee must meet General OEC Employment Requirements and be at least 16 years old. Parental or legal guardian consent is required.

BENEFITS: Salary depends upon experience and length of summer program. Room and board is negotiable. No insurance provided. You will, however, have the opportunity to make a difference in the lives of youth from the Mid-Atlantic region. Please send resume and cover letter, detailing relevant experience to:

Rob Stull, Program Coordinator (304) 725-0409 or rstull@floc.org

Approval:

Receipt of Position Description: