



**Camp Habitat**  
Office: (907) 888-7304  
P.O. Box 81065, Fairbanks, AK 99708  
camphabitat@friendsofcreamersfield.org  
www.friendsofcreamersfield.org

## **Job Announcement: 2024 Camp Habitat Director**

**Position:** 2024 Camp Habitat Director

**Location:** Creamer's Field Migratory Waterfowl Refuge, Fairbanks, AK

**Status:** Seasonal position, mid-March start date. Please see "Employment Details" for specifics.

**Date Posted:** January 31, 2024

**Closing Date:** Open until filled.

**Date Available:** April 1, 2024 – flexible start date

### **Job Description:**

Camp Habitat is a nature education and ecology day camp for youth ages 4-11. There are five (5) camp sessions that run in June and July. The Camp Director's primary responsibility is to oversee the day-to-day camp operations and supervise camp staff. This position reports directly to the Executive Director of Friends of Creamer's Field (FOCF).

### **Duties**

#### *Oversight & Management of the Camp Habitat summer day camps:*

- Recruit, hire, train, supervise, and evaluate camp instructors, counselors, guest speakers, and volunteers
- Oversee the development of daily lesson plans and learning experiences for camp
- Update curriculum with new and/or improved learning experiences and activities
- In coordination with the FOCF staff, manage the registration process
- Respond to all registration inquiries promptly (phone and email)
- Update camp staff training manual and training schedule
- Communicate with all partner agencies (Northern Alaska Environmental Center, Alaska Department of Fish & Game)
- Organize and manage Camp Habitat equipment and supplies

#### *On-site preparation and presence*

- Assure a safe environment for all children and staff
- Oversee camp set up and take down
- Logistical support for camp staff

#### *Financial Responsibility*

- Assist with raising funds for Summer Camps, including tabling at local events (in March and April)
- Process applications and disperse scholarship funds
- Prepare an end-of-the-year report



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### **Professional Qualifications:**

- A minimum of 60 credit hours in education, natural sciences, or a related field. Bachelor's degree or higher preferred.
- Must be able to pass a background check
- Must hold a valid driver's license
- Strong interpersonal skills
- Experience managing a team
- Experience developing curriculum and/or planning long-term events
- Strong organizational skills, flexible, able to multitask
- Experience with children, ages 4-11
- Certification in CPR/First Aid (preferred)

### **Employment Details**

- \$20 - \$23/hour depending on experience.
- Approximate Employment dates (mid-March through mid-August) – The initial period will be part-time. Full-time hours start June 1<sup>st</sup> and run through mid-August.
- No health insurance and no paid sick or vacation leave.
- Limited overtime may be available and must be pre-approved by FOCF Executive Director.
- Payroll is completed monthly. Paychecks will be issued within the first 6 business days of the month upon receipt of a signed timesheet.
- Position may have the opportunity to turn into a year-round role.

### **To Apply**

To be considered, please submit ALL the following documents by **11:59 p.m. (AKST) on Thursday, February 28, 2024.**

- Cover letter
- Resume
- Three professional references with complete contact information (name, phone number, email)

In your cover letter, please address the knowledge, skills, and abilities that would make you a strong candidate for the Camp Habitat Director position. The resume and cover letter should be no more than two pages each. Application materials should be sent to [director@friendsofcreamersfield.org](mailto:director@friendsofcreamersfield.org) with the subject line: *Camp Habitat Director\_Last Name\_First Name.*

All attachments must be sent in a pdf format.

### **For specific information in reference to the position please contact:**

Grace Nelson  
Executive Director  
Friends of Creamer's Field  
Phone: 907-978-8457  
[director@friendsofcreamersfield.org](mailto:director@friendsofcreamersfield.org)