

Internship: Outdoor Educator and Retreat Specialist

Organization: Duluth Area Family YMCA Camp Miller

Reports To: Executive Director for Camping Services

Dates: August 25-November 10

On Site Program Days: Thursdays – Sundays located at Camp Miller in Sturgeon Lake

Optional Office Days: Tuesday and Wednesday located in Downtown Duluth (note: if you don't have a place to live in Duluth, you are welcome to stay down at Camp the entire time)



Position Location:

YMCA Camp Miller is a 340 acre camp located on the shores of Sturgeon Lake, about 45 minutes south of Duluth. We provide environmental education and outdoor experiences for thousands of people each year.

Position Summary:

The Outdoor Education and Retreat Specialist will assist with all camp operations. This includes: program development, hosting groups on-site and working with the Executive Director on all aspects of camp business including fiscal management, community outreach, and marketing. YMCA Camp Miller seeks highly motivated, adventurous, creative, crafty and spirited candidates to join our dynamic camp team!

Essential Functions:

1. Research, develop and deliver both established and new Outdoor and Environment Education curriculum based on the needs of the groups.
2. Develop, maintain and improve program materials and supplies.
3. Serve as site host for weekend retreats including weddings and conferences.
4. Lead and assist in the facilitation of daytime and evening recreational programs for groups.
5. Collaborate with Executive Director to gain experience in the areas of Fiscal Management and Budgeting.
6. Share in the necessary job responsibilities of the staff team on a rotating basis (table setting, food waste, kitchen duty, etc.).
7. Actively participate in staff meetings, staff trainings and in-service activities.
8. Participate in any outreach programs or exchanges as necessary for the program operation.
9. Provide a positive atmosphere for participants at Camp Miller; allowing them flexibility to meet their needs and program goals.
10. Keep chaperones and teachers informed of any participant concerns related to health, safety and behavior management.
11. Report facility, student, leader or teacher concerns to the immediate supervisor as necessary.
12. Provide a safe and responsible atmosphere for youth to learn and grow.

Required Qualifications:

- You must be at least 18 years old
- Previous experience in Outdoor Education setting
- Ability and desire to work with youth
- Working towards a Bachelor's degree in Education, Recreation Management, Science, Environmental Studies, Biology or similar area of study
- Possess and maintain certification in CPR and First Aid (certification available through the Y if needed)
- Be able to carry up to 40 pounds and hike up to 5 miles on uneven terrain each day
- Must possess a valid, USA state issued driver's license, an acceptable driving record and comply with YMCA driving rules to be approved to operate YMCA vehicles

Desired Qualifications:

- Lifeguard Certification

- Ability to think, communicate and behave as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors. Able to promote youth development, healthy living, and social responsibility in all job-related functions

Compensation:

- This is a seasonal position paying \$250/week with additional benefits including:
- Room (shared room in our staff dormitory with free WiFi and no bills)
- Meal when provided for the on-site group
- Access to the Duluth YMCA and YMCA Camp Miller facilities, which include: an indoor pool, basketball gymnasium, fitness classes, hiking/biking/skiing trails
- Free gear rentals for sports and outdoor activities
- Interns do receive a YMCA membership during their internship
- We will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through his/her degree program

What you will learn from this experience:

- Camp Operations
- Business Management
- Fiscal Management
- Program Development
- Program Management
- Supervisory responsibilities
- While programming is a focus for this position; you will also gain valuable knowledge and experience in camping operations, non-profit work, outdoor education and outdoor recreation management

Application Process:

- YMCA Internship Application
- Cover Letter
- Resume
- Two letters of recommendation

Contact Information:

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