



**Position Title:** Head Camp Counselor  
**Reports To:** Academic Programs Manager  
**Department:** Education

**Summary:** Cheyenne Mountain Zoo is looking for a creative, enthusiastic, responsible and hardworking individual with a passion for Environmental Education and working with children, and assisting the Academic Programs Manager in leading college aged and other adult camp counselors. This job will vary from 30-40 hours a week, including evenings, weekends and overnights. It also includes extensive walking, spending time outside in all weather and working with children on a daily basis. Some heavy lifting and extended time standing may be required. The head camp counselor is counted on to coordinate, and maintain the summer camp program, including program and activity design and implementation. This position takes a leadership role in all aspects of summer camp including communicating with parents, coordinating check in and check out each day, overseeing camp counselors and teen volunteers, as well as maintaining supplies and inventories. The successful candidate for this position will have a personality and attitude that fosters a friendly environment by very proactively engaging our camp staff, campers and their parents.

**Responsibilities: To include but not limited to the following.**

- Works closely with Academic Programs Manager in planning, organizing and overseeing Summer Camps, including camp counselors and teen volunteers
- Maintains communication with Academic Programs Manager regarding camp, counselors, and volunteers
- Create and present exceptional and dynamic interpretive programs (formal and informal) featuring live animals, games, crafts, and zoo hikes
- Communicates with other departments to ensure programs run smoothly
- Maintains inventories and monitors use and inventories of supplies such as snacks, t-shirts, and craft supplies, including picking up breakfast off grounds during overnights
- Arrive before and leave after camp staff
- Lead camp groups as a counselor as needed
- Assists camp counselors under unique situations (i.e. animal handling, situations with campers)
- Provides an educational, nurturing, and safe environment for children and their families
- Maintains cleanliness and organization of the Lodge at Moose Lake and other education facilities.
- Oversees check-in and check out procedures each camp day
- Lead and supervise program participants, including children and adults, on a daily basis
- Complete internal training programs including animal handling training
- Assist in supervision of teen volunteers
- Follow all safety guidelines and demonstrate the ability to make good decisions regarding the welfare of animals and participants
- Provide excellent and professional communication with all Cheyenne Mountain Zoo staff, volunteers and camp parents
- Identify and demonstrate conservation efforts for all education programs.
- Ability to multi-task and pay attention to detail in a fast-paced environment

**Qualifications:**

- Strong communication skills
- Interpretive teaching skills to capture interest of children and adults
- Positive attitude and motivation to assertively engage all guests
- Experience working with children (Pre-K to High School)
- Coursework in education, biology or related field
- Proven leadership experience
- Willingness to learn to work with a variety of animals including reptiles and invertebrates
- Successful completion of a background check
- First aid and CPR training required

**You must be available for all dates**

**Start date is negotiable. Camp staff training begins May 28.**

**Position Ends:** August 12, 2012

**Please answer the following questions in a maximum of 3-4 sentences each:**

1. What role do you think zoos play in the community?
2. Why are you interested in being a part of the education team at Cheyenne Mountain Zoo?
3. Do you have or anticipate any conflicts with the schedule (i.e. vacation, different start date)?
4. Where did you hear about this position?

**Pay:** \$8.75/hr, this position is eligible for an end of summer bonus based on performance and availability

**To Apply:** Please send resume, cover letter, essay questions and 3 professional reference contacts to:

Meg McDaniel, Academic Programs Manager  
Cheyenne Mountain Zoo  
4250 Cheyenne Mountain Zoo Rd  
Colorado Springs, CO 80906  
Or email [mmcdaniel@cmzoo.org](mailto:mmcdaniel@cmzoo.org) (No phone calls please)