



## Camp O-AT-KA Outdoor Educator



### **About The Camp**

Camp O-AT-KA, founded in 1906 on the shore of Lake Sebago in Maine and operated continually since then, is a traditional summer residential camp for boys ages 8-16. We seek to develop skills, instill confidence, and build character in a supportive family environment. We welcome campers and staff from a wide variety of backgrounds, and O-AT-KA seeks to bring them together by furthering common interests, promoting a sense of community, achieving progress towards goals, and fostering the development of lifelong friendships.

Camp O-AT-KA offers 30+ activities in athletics, arts, boating, theater, nature, outdoor skills, swimming, etc. and sessions for the campers run from two to seven weeks. The campus is in the town of Sebago and directly on Sebago Lake. The camp is set up in 3 units, dependent on age, with approx. 80-90 boys per week and 60 staff members.

### **About the Position**

The Outdoor Educator is responsible for wilderness based programs on the O-AT-KA property and as a wilderness trip leader for groups to experience outdoor activities within Maine. For our youngest campers, you will plan overnight experiences at a remote tent site of the camp; as well as age appropriate day trips. For our older campers, overnights can be planned on the camp island, the remote tent site, or off property. Age appropriate day trips for our older campers are also required.

The Outdoor Educator will coordinate scheduling with the program director, infirmary staff and kitchen to plan all logistics for any activity. Additional chaperones will be assigned.

The Outdoor Educator will also teach and oversee the Junior Maine Guide program for those campers wishing to test their skills and participate in the 5-day test camp in Rangeley, Maine during the week of July 25. The Outdoor educator will accompany the participants and be the onsite ambassador for Camp O-AT-KA.

The outdoor educator is a leadership position that reports to the Summer Director and works in conjunction with the Program Director. You will develop trips, schedule, recruit camper participants, and manage all aspects of the experience. Campers that participate in the outdoor wilderness areas of camp have, or will develop, a deeper level of understanding of their natural surroundings and gain confidence by learning new skills.

In addition to the direct job responsibilities, the Outdoor Educator is expected to take initiative and be part of the greater community, to support the O-AT-KA mission by promoting personal growth and community development.

### **Essential Responsibilities**

- Plan and prepare for on-campus and off-property trips; this includes:
  - Finalize itinerary, connect with vendors, and all other logistics
  - Pack food and gear appropriate for discipline and duration of trip
  - Communicate with Infirmary regarding campers' medical needs and supplies
  - Plan with the kitchen for food and beverage needs and timing
  - Work with camp office to reserve transportation, assign additional staff chaperones, and drivers
  - Familiarize self with potential evacuation locations and scenarios
  - Connect with participants prior to departure
  - Complete all necessary paperwork, i.e. incident reports, camper reports, trip reports, etc.
- Prepare the Junior Maine Guide candidates for test camp.
  - Teach the Junior Maine Guide curriculum through classroom activities and sessions
  - Set up test sites for the candidates to practice skills
  - Work with the Junior Maine Guide program to ensure candidates have all necessary equipment
  - Accompany the test candidates to the 5-day test camp in Rangeley and be an active member of the test camp in assisting staff, other camps, and being a representative of Camp O-AT-KA.

- Prep and maintain the two onsite wilderness program areas of Camp O-AT-KA
  - Campsite I - Greenridge: A platform tent site that is located within walking distance (1/4 mile) of the main camp.
  - Campsite II – Outer Island: An island located near the main property of camp and is only accessible by boat.
  - Responsible for maintaining these two properties: Clean up, preparing for overnights, making sure there are fresh supplies, and breakdown of the sites after use.
  
- Hold responsibility for physical, mental and emotional wellbeing of participants; this includes
  - Develop healthy and appropriate relationships with participants
  - Manage risk and maintaining the safety of participants
  - Provide direct supervision of participants as assigned
  - Administer first aid and medications
  - Support campers through common challenges such as homesickness and self-care
  
- Maintain a high level of professionalism and develop rapport and collaborate in a warm and professional manner with campers, business partners and co-workers.

**Key Attributes of a Successful Middle Unit Head:**

- At least 18 years of age
- Current Wilderness First Responder Certification
- Model exemplary behavior in word and actions
- Experience working with school-age children, preferably in a camp setting
- Can communicate well with campers, counselors, and leadership team members
- Able to play the role of the available adult to enforce boundaries and enforce decisions
- Strong planner, well-organized yet flexible
- Valid driver’s license and ability to drive camp vans

This may be the hardest job that you'll ever love. Camp staff members are busy teaching, coaching, counseling, and helping boys make new friends, learn new skills, and grow stronger in body, mind, and spirit. Staff lead by example, and campers look up to them with admiration and respect. The best leaders have an aura of positive enthusiasm surrounding their attitude and actions. Camp staff must have a genuine love for children, a creative spirit, the ability to be flexible when needed, and lots of patience.

All full-time staff are expected to arrive at camp at the beginning of staff orientation on Sunday, June 19th and depart at the close of camp on Saturday, August 13th, unless special arrangements are made with the director in advance. This is a residential position in which lodging, meals and laundry are provided. Camp O-AT-KA is an equal-opportunity employer. All staff must pass a thorough background check.

To apply, please email a resume and cover letter to Heather Plati, Executive Director, at [hplati@camboatka.com](mailto:hplati@camboatka.com)  
 We will consider applications as they are received.

**For more info on Camp O-AT-KA: [www.camboatka.org](http://www.camboatka.org)**