



## **Piedmont Wildlife Center Summer Camp Support Admin**

Do you love working outdoors? Are you passionate about supporting a nonprofit dedicated to connecting people with nature? Piedmont Wildlife Center is currently seeking a seasonal full-time **Summer Camp Support Admin**.

**About Our Organization:** Piedmont Wildlife Center is a Durham-based non-profit organization encouraging conservation and inspiring people to build lifelong connections with nature through immersive outdoor education, citizen science, and wildlife stewardship. We pursue this mission through afterschool, homeschool, and year-round camp programming in the great outdoors. The Center also offers conservation-focused field trips and outreach programs with our Ambassador Animals.

**Land Acknowledgement:** Our camps operate out of Leigh Farm Park in Durham County and Blackwood Farm Park in Orange County. Both parks are remnants of 19th-century plantations and are on land once part of the shared territory of Saponi, Tuscarora, Occaneechi, Cheraw, Eno, Shakori, Catawba, and Lumbee nations. The county parks departments have preserved multiple historic structures in our locations. In addition, we operate camps at Umstead State Park in Wake County which was once a segregated park and indigenous territory. It is imperative that we discuss this history with our staff and campers, amplify the stories of the indigenous and enslaved peoples who cared for the land, and continue learning about and examining the parks' legacy.

**Position Summary:** The summer camp support admin provides administrative support for the operation of the summer camp programs. Responsibilities include buying supplies, serving as a camp-office liaison for all three locations (Durham, Wake, Orange), assisting with camp drop off and pick up, organizing camp photos, creating social media posts, providing support for counselors or campers in need, and serving as substitute camp staff when needed. The typical work week is M-F, 7:30 AM– 3:30 PM but candidates should be flexible with a changing schedule. Some days may start and end slightly later based on camp needs. Hours worked will not exceed 30-40 hours per week.

### **Primary Responsibilities:**

- Performing position summary tasks throughout the day.
- Communicating with site coordinators to ensure tasks are completed
- Upholding and following our mission statement, core values, and expectations laid out in the employee or counselor handbook

### **Qualifications:**

- Comfortable working in an outdoor summer environment
- Basic experience with G Suite
- Flexible with changing tasks and schedule
- At least 18 years of age

- Able to lift 25 lbs or more
- Reliable transportation to Wake, Durham, and/or Orange County locations

**Unique Considerations:**

- Knowledge of local ecology or tracking and survival skills.
- Experience working with children

**Schedule:**

- Summer programming runs June 10 - August 16, 2024.
- Day camp runs 7:00 AM - 3:30 PM Monday - Friday.

**Pay:** \$15/hr

**To Apply:** Please email your resume and optional cover letter to [camp@piedmontwildlifecenter.org](mailto:camp@piedmontwildlifecenter.org) with the subject line "Summer Camp Support Admin – *Your Name*". Applications are accepted on a rolling basis.

If you have questions or require more information about this position, please contact us at 919-489-0900 or [camp@piedmontwildlifecenter.org](mailto:camp@piedmontwildlifecenter.org).

Non-discrimination policy: PWC does not discriminate in employment or recruitment of board members, staff, volunteers or provision of services on the basis of sex, creed, race, religion, age, disability, sexual orientation or national origin.