



## JOB DESCRIPTION

**POSITION TITLE:** Eco-Camp Assistant Counselor

**DEPARTMENT:** Education

**REPORTS TO:** Preschool Director and Eco-Camp Director

**CLASSIFICATION:** Season Part-Time/Non-Exempt

### **JOB SUMMARY:**

The Eco-Camp Assistant Counselor supports the daily operations of the group, helping children build responsibility, independence, and executive functioning through transformative experiences. Key responsibilities include teaching outdoor and recreational skills, organizing group activities, and maintaining the safety and well-being of the campers.

### **ESSENTIAL JOB FUNCTIONS:**

- Support the Preschool Director, lead counselors, and other staff in achieving program goals and completing designated activities.
- Under the guidance of the Preschool and Eco-Camp Directors and lead counselors, implement daily activities based on identified themes, following an established curriculum that covers all age groups and addresses early childhood or child development.
- Teach and facilitate planned program activities.
- Observe and assess student behavior, ensure adherence to safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Understand early childhood development and set realistic expectations for young children.
- Supervise a group of 30+ children at a time.
- Respect Berks Nature's grounds and teach children environmental stewardship through direct instruction and modeling.
- Lead nature hikes focused on identified themes.
- Use conflict resolution strategies to support both children and staff.
- Apply developmentally appropriate practices that respect all children while modeling a healthy relationship with and curiosity about the natural world.
- Serve as a strong environmental role model.
- Follow all policies, procedures, and protocols regarding internal and external communications, child health and safety, crisis management, and risk management.
- Assist in maintaining the physical facilities and equipment in the program area.
- Ensure students' physical and emotional health, safety, and well-being through daily safety checks and check-ins.
- Maintain professional standards and a compassionate demeanor.
- Foster clear communication and positive relationships with staff, interns, students, and families to meet common goals and avoid conflicts.
- Prepare, clean, and maintain teaching supplies and materials in an organized and efficient manner.
- Assist children with snacks, handwashing, and toileting.
- Develop and nurture a sense of community, belonging, and connection to nature.
- Support equity, diversity, and inclusion initiatives to achieve strategic goals.
- Maintain a professional demeanor and standards.



- Ensure consistent communication and positive relationships with staff, interns, volunteers, students, and stakeholders to reach shared goals and prevent conflicts.
- Complete required training, professional development, and paperwork in a timely manner.
- Follow the schedule set by the Preschool and Eco-Camp Directors, attending staff meetings and other required gatherings.
- Assist with other Berks Nature activities as needed.

#### **EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

- Must be at least 18 years of age.
- Required Education (55 Pa. Code Chapter 3320 Child Care Centers) – Preschool ONLY:
  - A high school diploma AND 30 credit hours from an accredited college in early childhood education, child development, special education, elementary education, or the human services field; OR
  - A high school diploma and 15 credit hours from an accredited college in early childhood education, child development, special education, elementary education, or the human services field, plus one year of experience with children; OR
  - A high school diploma plus 2 years of experience working with children.
- Required Clearances and Training (to be obtained prior to hire):
  - Pennsylvania State Police (PSP) Criminal History (PA Act 35 and Act 114)
  - Pennsylvania Department of Human Services (DHS) Child Abuse History (Act 151 and Act 114)
  - Federal Criminal History Record Information (CHRI) – FBI Report (Act 114)
  - Mandated Reporting Training (Act 126)
  - National Sex Offender Registry (NSOR)
  - Pediatric CPR & First Aid certification or ability to obtain them before the hire date.
- Reliable transportation.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Passion and ability to work with both children and adults outdoors in diverse conditions.
- Exceptional organizational skills.
- Ability to effectively communicate and work with groups in both indoor and outdoor classroom settings.
- Self-motivated, solution-oriented, and able to work independently as well as collaboratively within a team.
- Strong communication skills, with a focus on compassionate listening and speaking to both children and adults; excellent written and verbal communication abilities.

#### **PREFERRED QUALITIES:**

- Prior teaching experience with preschool-aged children and/or in the environmental field.
- Knowledge of Pennsylvania's environment and ecology.
- Strong work ethic, demonstrating reliability, honesty, and kindness.
- Ability to stay calm, laugh, and persevere when confronted with challenges.
- Patient and positive attitude.



- Willingness to grow and learn alongside others.

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here represent those required for successfully performing the essential duties of this role, with reasonable accommodations available for individuals with disabilities. Preschool and Camp staff spend most of their time outdoors in all weather conditions, including heat, cold, rain, and snow, across various terrains. Employees must be prepared to hike 2-5 miles daily on uneven and steep terrain, keeping pace with children and carrying essential materials. The role involves sustained physical activity such as standing, walking, bending, stooping, and stretching, along with verbal communication in outdoor settings and manual dexterity for setting up equipment. Lifting up to 50 pounds, maintaining normal hearing and eyesight, and responding quickly to emergencies are also required. Employees must demonstrate visual and auditory ability to identify hazards, possess the strength for constant supervision, and assist in emergencies, including first aid if necessary. Berks Nature offices, The Nature Place, and its campus are smoke-free environments, and the ideal candidate should be a self-directed, flexible team player able to work harmoniously in a collaborative setting. This job description does not cover a comprehensive list of activities, duties, or responsibilities.

#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

Berks Nature is committed to a policy of equal employment opportunity. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.

#### **BERKS NATURE'S COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, JUSTICE AND BELONGING:**

We value a racially, ethnically, and culturally diverse work community and we strongly encourage applications from people of all backgrounds within our community to help Berks Nature achieve its mission.

*Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.*



**BERKS NATURE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**I have read the above job description and acknowledge receipt of same. I understand that this job description is not all-inclusive and other duties may be assigned. I further**

**understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements/duties.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**