

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2244100

Conservation Education Camp Aide 1, NS	2244100
Conservation Education Camp Aide 2, NS	2244200

Brief Description of Class Series

Conservation Education Camp Aides are seasonal positions found only in the instructional camps operated by the Department of Environmental Conservation (DEC). Incumbents of these positions are responsible for the general welfare of the campers, children ages 11 to 17, and volunteers. Camp Aides assist Conservation Education Camp Directors and Conservation Education Camp Counselors, and kitchen staff with tasks needed for the daily operation of the camp program and facility.

Positions in this title are only classified at DEC.

Distinguishing Characteristics

Conservation Education Camp Aide 1: seasonal; assists with the camp program on a 24-hour basis, and supervises campers; assists with preparing and maintaining program materials that are used by instructional staff; assists kitchen staff with preparing meals and cleaning kitchen and dining hall; may also assist with leading program activities when supervised by a Conservation Education Camp Director or Conservation Education Camp Counselor.

Conservation Education Camp Aide 2: seasonal; assists with the camp program on a 24-hour basis, and supervises campers; spends a great amount of time assisting the kitchen staff with the preparation and distribution of meals as well as kitchen organization of materials and supplies; in the absence of kitchen staff, may be given temporary camp cook duties; assists with preparing and maintaining program materials that are used by instructional staff; may also assist with leading program activities when supervised by a Conservation Education Camp Director or Conservation Education Camp Counselor.

Illustrative Duties

Organizes education, recreation, and work projects.

- Meets with other camp staff to plan activities.

Conducts and supervises the activities of campers on a 24-hour basis.

- Assists with the registrations and orientation of campers and volunteers.
- Assists with the education component of the program through preparing materials, props, and outdoor gear to be used by staff.
- Assists with the supervision of the campers in cabins, lessons, and out of camp activities; assists with supervision of aquatic activities at buddy board, and on the beach; and assists with camp-outs, and supervision of campers and equipment.
- Provides entertainment, such as skits, singing, and stories; and assists with shuttling campers to and from trail heads, and out of camp trips.
- Assists with campers who become homesick.

Assists with conducting safety tours of campers to inform them of potential hazards; and maintains an awareness of safety concerns in all camp activities.

Participates in the opening and closing of the camp for the season.

- Assists with the purchasing of supplies locally during the camp season.

Supports and assists counselors in the development and completion of camp activities.

Prior to and after mealtime, assists kitchen staff with dining hall preparation and the cleaning and putting away of kitchen utensils and dishes; assists the camp cook with the preparation of meals.

If certified to do so, may act as a lifeguard under the supervision of the Conservation Education Director Waterfront.

Performs occasional routine maintenance, which may include sweeping, changing light bulbs, unplugging toilets and other assigned duties ensuring the safe operation of facilities.

May also need to clean facilities including public areas.

Minimum Qualifications

Conservation Education Camp Aide 1

Open Competitive: must be 18 years of age and a high school graduate and have attended the DEC Camp program as a camper or volunteer; must have and maintain a

current driver's license; and must be certified in American Red Cross Cardiopulmonary Resuscitation and Automated External Defibrillator certification for the Professional Rescuer or equivalent. Additional certifications in waterfront lifeguarding and other Department of Health approved camp certifications are not required but are preferred.

Conservation Education Camp Aide 2

Open Competitive: must be 18 years of age and a high school graduate and have attended the DEC Camp program as a camper or volunteer, and have completed at least 24 semester credit hours; must have and maintain a current driver's license; and must be certified in American Red Cross Cardiopulmonary Resuscitation and Automated External Defibrillator certification for the Professional Rescuer or equivalent. Additional certifications in waterfront lifeguarding and other Department of Health approved camp certifications are not required but are preferred.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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