

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

Classification Standard

Occ. Code 2244400

Conservation Education Camp Assistant Director, NS	2244400
Conservation Education Camp Director, NS	2244500
Conservation Education Camp Director Waterfront, NS	2244700

Brief Description of Class Series

Conservation Education Camp Assistant Directors, Conservation Education Camp Directors, and Conservation Education Camp Directors Waterfront are seasonal positions that are part of a conservation education camp's management team and oversee instructional summer camps operated by the Department of Environmental Conservation (DEC) for children ages 10 to 17. They supervise the administration of their assigned camp's environmental education and recreation programs; ensure the health, safety, and welfare of all campers, volunteers, and staff; and reside at the camps. The Conservation Education Camp Director Waterfront is a position required by the New York State Department of Health for a camp that has a waterfront and aquatic program to receive its operating permit.

Positions in this title series are only classified at DEC.

Distinguishing Characteristics

Conservation Education Camp Assistant Director: seasonal; assists the Environmental Conservation Education Camp Directors, and functions as program directors by organizing program schedules for campers and staff as well as training staff in environmental education and recreation programming; ensures the health and safety of all campers, volunteers, and staff that reside at the camps.

Conservation Education Camp Director: seasonal; directs conservation education summer camps; oversees the camp's environmental education and recreation programs.

Conservation Education Camp Director Waterfront: seasonal; schedules and oversee all swimming and boating activities at the camp's waterfront; supervises all staff and campers participating in swimming activities; responds to bathing and all facility emergencies.

Illustrative Tasks

Conservation Education Camp Assistant Director: assists the Conservation Education Camp Directors in evaluating staff's work performance as well as the overall effectiveness of the camp program, and fills in for Conservation Education Camp Directors, as needed, during times when they are not available; ensures the camp's compliance with health and safety guidelines as established by DEC and the Department of Health; approves the Conservation Education Camp Counselors' lesson plans, and reviews past programs and suggests improvements; monitors environmental education materials and equipment for wear and possible replacement, and keeps pre-camp and post-camp inventories of all program related equipment; interacts with campers to ascertain camper attitude towards camp, the camp program, and camp staff; works with camp staff to help with concerns such as homesickness, and implementing camp rules; maintains required vehicle reports to be sent to Central Office, weekly; assists with the transportation of campers for off-site trips, visits to medical facilities, and businesses for purchasing supplies; assists with keeping staff to camper ratios while campers are in Health Office or Camp Office; evaluates camp volunteers, and works with camp volunteers to ensure they are aware of programmatic boundaries and Department of Health rules; and distributes and collects camper pre- and post-camper evaluations and sends them to Central Office.

Conservation Education Camp Director: develops and oversees a comprehensive training program for staff and volunteers at their camps; approves program and work schedules, makes staff assignments, and approves time off and staff time sheets; reviews and approves the Conservation Education Camp Counselors' lesson plans, and implements curriculum for the summer camp program; supervises all staff, and evaluates staff member's work performance as well as the overall effectiveness of the program; ensures the camp's compliance with health and safety guidelines as established by DEC and the Department of Health; develops and conducts comprehensive training programs for all staff, including counselors, food service workers, camp aides, and volunteers; develops a fire plan and search and rescue plans, and organizes and implements drills and evaluates results to ensure the overall safety and welfare of staff and campers; promotes and maintains positive public relations with sponsors, parents and the local community; coordinates dining hall, camp fire, and other general group activities, and manages facility operations; conducts daily inspections, assesses the need for facility or equipment repairs, and arranges completion with regional field operations staff; maintains expenditure reports for supplies and services; plans dining menus with food service workers, and arranges for ordering and delivery of supplies; completes forms and reports according to DEC policy; and prepares accident and injury reports, weekly report on camp operations, facility conditions, special programs, and final program reports with recommendations for the next year.

Conservation Education Camp Director Waterfront: ensures the safe operation of camp's waterfront and water related activities; meets with camp lifeguards to test skills and instructs on how to maintain the waterfront; makes sure that all camper and staff

swim tests take place and the results are recorded with the Conservation Education Camp Director and available for inspection by the Department of Health; has cabin counselor responsibilities during the evenings, and when not performing waterfront duties teaches environmental education classes to the campers; implements buddy system and board system or other approved bather accountability system; coordinates lifeguard schedule with Conservation Education Camp Director for morning swim, all out of camp trips, and all in camp waterfront activities; participates as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions; surveys waterfront area daily and keeps the area free of hazards and debris; and conducts initial and end-of-season inventory and stores equipment for safety.

Minimum Qualifications

Conservation Education Camp Assistant Director

Open Competitive: must have at least one full season as a Conservation Education Camp Counselor and at least two years of college or work experience in the environmental or natural sciences, education, camp management, or a related field, and experience must include outdoor pursuits experience such as hiking, canoeing, backpacking, hunting, fishing, water safety and archery; must be certified in American Red Cross Responding to Emergencies or equivalent, and in American Red Cross Cardiopulmonary Resuscitation and Automated External Defibrillator certification for the Professional Rescuer or equivalent; and must have and maintain a current driver's license.

Conservation Education Camp Director

Open Competitive: must have either a bachelor's degree in environmental or natural sciences, education, camp management, or a related field, or be 25 years old, and have at least two full seasons as a Conservation Education Camp Counselor or one full season as a Conservation Education Camp Assistant Director; experience in a residential camp setting must include outdoor pursuits experience such as hiking, canoeing, backpacking, hunting, fishing, water safety and archery, is required; must be certified in American Red Cross Responding to Emergencies or equivalent and in American Red Cross Cardiopulmonary Resuscitation and Automated External Defibrillator certification for the Professional Rescuer or equivalent; and must have and maintain a current driver's license.

Conservation Education Camp Director Waterfront

Open Competitive: must be at least 21 years of age, and have a minimum of either one camp season of experience as a camp aquatics director at a New York State camp, or two seasons of camp experience consisting of at least 12 weeks as a children's camp lifeguard at a pool or beach that had more than one lifeguard supervising it at a time, or

18 weeks of previous experience as a lifeguard at a pool or beach that had more than one lifeguard supervising it at a time; must be currently certified in a Department of Health acceptable certification as a Waterfront Lifeguard and in Lifeguard Management and have a Cardiopulmonary Resuscitation and Automated External Defibrillator certification acceptable to the Department of Health in its first year of certification; and must maintain a current driver's license.

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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