



Hitchcock Center

EDUCATION FOR A HEALTHY PLANET

Camp Co-Director

The Hitchcock Center for the Environment is looking for a highly organized educator and leader to join our innovative and unique education team. We are looking for someone who is enthusiastic about working with youth, mentoring a team of staff, developing and leading hands-on science-based education programs, is passionate about fostering an inclusive and supportive community, and is interested in being a part of a collaborative team of environmental educators.

Responsibilities include:

- Serve as primary Camp Director for February and April Vacation Camps
- Serve as Co-Director for Summer Camp
- Oversee and implement all aspects of camp programs including mission-aligned curriculum development, marketing and registration in collaboration with the staff team
- Work with staff to recruit, hire, train and lead a team of 6 Vacation Camp Counselors and approximately 15 Summer Camp Counselors and Counselors in Training in collaboration with the staff team
- Collaboratively plan and oversee the budgets for vacation week programs (Feb. and April) and summer camp; ensure appropriate spending on all aspects of camps including staff, materials, van rentals, etc.
- Plan, lead and delegate responsibilities for staff training and weekly summer camp meetings. Help organize materials for camp sessions
- Collaborate with other Co-Director, Registrar and Office Manager before, during and after vacation camp and summer camp programs
- Communicate regularly with camp families and caregivers, especially responding to concerns and mediating conflicts with professionalism
- Provide support, energy, motivation, and a fun and inclusive community for the camp staff
- Along with the other co-director, provide insight and perspective to counselors in regards to behavioral support and parent communication, and stepping in when necessary
- Jump in to fill in for sick and absent camp counselors when a substitute cannot be secured

- Collaborate with other co-director to monitor and evaluate camp staff; provide feedback, program ideas, and guidance to camp staff
- Oversee site safety in collaboration with Office Manager

Requirements:

- Must be at least 21 years old
- Valid First Aid and CPR certification, or willingness to obtain
- Bachelor's degree in education, biology, environmental education, or equivalent experience
- Have a high level of organizational abilities, written and spoken communication skills
- Proven abilities in designing, writing and evaluating environmental education curricula, lesson plans and activities
- Deep passion for working with children and commitment to Hitchcock's mission, vision and values
- Working knowledge of informal and formal education theory and practice, including program development and evaluation
- People-oriented, have a team-focused attitude, and the ability to professionally represent the Hitchcock Center to the public
- The desire to educate diverse audiences and to share our commitment to dismantling white supremacy, and a commitment to Diversity, Equity and Inclusion work
- Have a positive attitude, even in the rain and extreme temperatures
- **Note:** Hiring is contingent upon passing a CORI background check.

Physical Demands

While performing the duties of this job, the employee is required to: climb, walk uneven nature trails for at least 30 minutes, be outdoors, run, bend, stoop, kneel, twist, reach with hands, sit, stand for extended periods of time, walk, lift and/or move up to 25 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Compensation and Benefits

Compensation Range: \$20-25/hr; pay rate will reflect level of experience and qualifications relative to position requirements. The total compensation package includes paid time off benefits.

Timeline of the Position

This seasonal position begins in January 2026 and goes through August 2026, with weekly hours varying from 16 to 40 hours a week. There may be an opportunity to pick up additional hours with school or other programming. There may also be an opportunity to continue past August and receive health insurance benefits.

About the Hitchcock Center

The Hitchcock Center for the Environment, founded in 1962, connects people with nature and encourages a deeper bond with the natural world that sustains us all. Through educational programs that offer a particular focus on children, the Center helps to develop a community that understands connections among human health, ecosystems and economies. Our mission is to educate and to inspire action for a healthy planet. We envision a world where people, communities and ecosystems thrive.

We are an equal opportunity employer and committed to adapting our operations and programs to create a relevant, meaningful, and inclusive culture where all are welcomed, supported, and engaged. This includes increasing the diversity of our Board, staff, and volunteers to be responsive to the communities we serve.

Please send a cover letter and resume to careers@hitchcockcenter.org. Applications received by November 15, 2025 will be prioritized. We will accept applications until the position is filled.