



Hitchcock Center

EDUCATION FOR A HEALTHY PLANET

Summer and Vacation Camp Director/ Environmental Educator

The Hitchcock Center for the Environment is looking for an experienced educator to be Summer and Vacation Camp Director, Lead Afterschool Educator, and School Residency Educator. We are looking for someone who is highly skilled 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

Summer Camp and Vacation Days Director

- Serve as Director for February and April Vacation programs
- Serve as 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 Assistant 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
- Work with the Amherst Board of Health to achieve compliance with health regulations and obtain a license to operate the camp

- Along with the assistant director, provide insight and perspective to counselors in regards to behavioral support and parent communication, and stepping in when necessary
- Fill in for sick and absent camp counselors when a substitute cannot be secured
- Collaborate with assistant director to monitor and evaluate camp staff; provide feedback, program ideas, and guidance to camp staff
- Oversee site safety in collaboration with Office Manager

Lead Afterschool Educator

- Plan and carry out 1-2 weekly Nature Play Afterschool programs for children ages 5-9
- Ensure safety within an immersive nature environment while encouraging healthy risk-taking
- Mentor and direct 1-3 program assistants
- Participate and help lead afterschool teacher meetings and assistant trainings

School Residency Educator

- Learn and teach the Hitchcock Center's outdoor schoolyard Take It Outside program for children and their teachers in grades K-3 in varying schools and weather conditions
- Coordinate and schedule 30-45 one-hour long programs with teachers and their classes throughout the school year
- Collaborate with Hitchcock education team to reflect upon and improve (if necessary) curriculum relevance and quality

Requirements:

- Must be at least 21 years old
- Up to date First Aid and CPR certification, or willingness to obtain
- Bachelor's degree in education, biology, environmental education, or equivalent experience
- Strong supervisory experience including managing and working with multiple people at a time, of all ages, backgrounds, and abilities
- At least three years of experience working in environmental education and outdoor programming
- 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, growth mindset, 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 2 hours, be outdoors in all weather conditions, 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.

Work Schedule

During the summer camp and vacation weeks, this position entails a full-time schedule of 40 hours per week, Monday through Friday. During the summer, this position must be on-site five days a week and work at least 8 hours per day. Vacation time is not permitted during the summer camp season, late June through mid-August, or the school vacation weeks in February and April. During the school year, some weekend and evening hours will be required.

Compensation and Benefits

Salary Range (annualized): \$45,000-\$48,000; pay rate will reflect level of experience and qualifications relative to position requirements. This is a year-round, permanent position that entails 40 hours per week during summer and vacation weeks, and approximately 30 hours per week the rest of the year. The total compensation package includes health insurance, 2 weeks vacation, 14 holidays and sick paid time off, and 50% off programs.

About the Hitchcock Center

Founded in 1962, the Hitchcock Center for the Environment's mission is to educate and inspire action for a healthy planet. Instead of simply teaching about climate change, the Center develops hopeful, creative problem-solvers who can take on the challenges of climate change by helping them reconnect to and learn from nature's efficient systems and develop a problem-solving mindset. It provides opportunities for people of all ages to develop a relationship with nature; leads sustainable engineering and design challenges for youth; teach communication, organization and leadership skills to teens; convenes adults for discourse and civic engagement around climate change and sustainability; and continues to broaden its reach to include communities disproportionately impacted by climate change.

The Hitchcock Center is an equal opportunity employer actively seeking to diversify its staff and our highest priority is finding the best candidate for the job. We're dedicated to broadening

opportunities for individuals from demographic groups that are historically underrepresented in the sciences and environmental education. We're also committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities. We encourage you to apply, even if you don't meet all of our described qualifications or if you have a less traditional background.

Please send a cover letter and resume to careers@hitchcockcenter.org. Applications received by August 21, 2026 will be prioritized. We will accept applications until the position is filled.