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Program Coordinator

ABOUT BATTLE CREEK OUTDOOR EDUCATION CENTER

The Outdoor Education Center (OEC), commonly called 'Clear Lake Camp', is a division of the Battle Creek Public School System (BCPS). We are located on Clear Lake in Dowling, Michigan. We offer a serene rural environment less than an hour's drive from Lansing, Grand Rapids, and Kalamazoo.

As the oldest school camp in the nation, we have been offering programs to supplement school curriculum for over 60 years. We currently offer overnight and day programs to schools located across southern Michigan. In addition, we host weddings, family retreats, and workshops.

COORDINATOR POSITION

The Program Coordinator plays an essential role in the camp experience for visiting schools. The Coordinator is responsible for the day-to-day operations related to school visits, seasonal instructor staff, instructional programming and supporting equipment, and communications with visiting schools.

COMPENSATION

- \$160/day 40hrs/week 226 days/year
- Onsite housing options.
- Meals provided during training and when groups are onsite.
- Benefit options available.

ESSENTIAL JOB FUNCTIONS - email for full job description.

- Coordinating school visits.
- Supervise seasonal instructors.
- Oversees the seasonal instructor hiring, training, and development.
- Cover staff absences.
- Maintain program equipment.
- Support compliance with all state camp licenses and BCPS policies.

QUALIFICATIONS

- College level experience in environmental studies/education, recreation management, or related field.
- Certification in CPR/AED for the professional rescuer.

- Wilderness First Responder (WFR) or ability to obtain.
- Ability to work in and be a team leader.

PREFERED QUALIFICATIONS

- Bachelor's or Master's degree in Education or Natural Sciences.
- WFR & Lifeguard Certification.
- Experience with urban students.
- Experience supervising students overnight.
- Prior experience in residential/environmental/adventure education.

WORKING CONDITIONS

Programs are run in all weather conditions, the program coordinator needs to be able to work outdoors for long hours in cold, heat, rain, snow, and other weather that arises. The program coordinator will also need to be able to stand for hours and be able to hike up to 5 miles. Should be able to lift or move up to 25 pounds.

HOW TO APPLY

Send cover letter, resume, and 3 reference contacts to OEC Director, Amy Cherry, at acherry@battle-creek.k12.mi.us

Phone inquiries are welcome at 269-721-8161.

Please email for a full job description.

More information is on our website www.clearlakecamp.org.