

RECREATION SPECIALIST—OUTDOOR EDUCATION



Reports To: Summer Camp Coordinator

FLSA Status: Non-Exempt

Job Type: Seasonal

General Function:

The Recreation Specialist – Outdoor Education is responsible for designing, facilitating, and evaluating outdoor educational programs that promote environmental awareness, teamwork, and personal growth for the Summer Camp program and its participants. This role involves working with campers in outdoor settings, leading recreational and nature-based activities, and supporting the mission of environmental stewardship and experiential learning. Duties are performed under the direction of the Summer Camp Coordinator. Serves as an integral part of the Summer Camp Leadership Team.

Essential Functions:

Attendance: punctual and regular attendance required.

Outdoor Programming: Plan and deliver engaging outdoor education activities such as orienteering, nature walks, outdoor survival skills, conservation projects, and team-building challenges. Integrate environmental education themes into daily programming in fun and age-appropriate ways. Lead specialty camp sessions or workshops focused on specific outdoor topics (e.g., wildlife tracking, plant identification).

Camper & Staff Support: Guide campers through hands-on learning and ensure all participants are safe, included, and actively engaged. Train and support camp counselors in facilitating outdoor learning when needed. Serve as a positive role model, promoting respect for nature and camp values. Personal interaction with campers is required daily.

Safety & Risk Management: Enforce safety guidelines for all outdoor and adventure-based activities. Inspect and maintain program equipment and activity areas. Respond to incidents and complete documentation as required.

Operations & Team Collaboration: Assist in camp-wide events, evening programs, and special outdoor challenges. Help maintain cleanliness and functionality of outdoor education areas. Work alongside camp leadership to evaluate and improve program quality.

Other Duties: Must maintain good working relationships with all City employees, pool staff, the public, parents, and campers. Must set a good example for campers by encouraging respect for others, their personal property, camp equipment, and City facilities.

Equipment Used:

Misc. recreational equipment, Computer, tablet, calculator, copy machine, cell phone, telephone, and a variety of miscellaneous office equipment, and software packages.

Minimum Requirements for Entry to Position: Must have previous experience in outdoor education, environmental science, or camp programming. Strong leadership, communication, and group facilitation skills. Basic knowledge of local ecosystems, outdoor skills, and environmental topics required. Excellent communication and interpersonal skills, public relations, organization, and planning skills; general knowledge of camp administration and recreational programming. Knowledge of necessary safety protocols to ensure a safe environment for campers, employees, parents, and the public. Must have the ability to understand and

follow oral and written instructions. Must be available for the entire camp season, including training and wrap-up.

Special Requirements: Ability to work outside the normal 8 am to 5 pm workday, and to work various shifts as necessary. Current CPR/AED certification (or willingness to obtain).

Physical Requirements: Must be able to work indoors and outdoors in all weather conditions, including extreme heat temperatures. Ability to move from one place to another both inside and outside the Recreation Center and Aquatics Facility; ability to use various recreation equipment; ability to walk on uneven surfaces and a variety of outdoor terrain; ability to communicate effectively with campers and staff and to listen and understand to what they are saying, ability to lift and transport items up to 20 pounds from one area to another. Ability to remain in a stationary position for extended periods of time while working on a computer.

Pay Range:

\$16.00-20.00 per hour

About the City of Wyoming:

The City of Wyoming is a welcoming, safe, and diverse community for its residents and its visitors. Its small-town charm offers opportunities to interact with neighbors, strengthen friendships, and cultivate new ones. The City of Wyoming actively encourages equal opportunity for all its citizens. Its employees operate within a culture of inclusion. Wyoming implements policies that enhance public trust, pedestrian-scale redevelopment, sustainability, waste reduction, and the preservation and health of the natural environment. The City of Wyoming promotes sound economic and financial planning practices to protect its good fiscal health, and it proactively responds to new economic, environmental, and social opportunities.

Working in the City of Wyoming is a great opportunity for anyone looking to make an impact in local government. The city provides a great support structure to its employees including its benefit packages, access to resources, and an environment that fosters innovation and creative thinking. Wyoming residents are invested in the operations of their local government and are eager to work with staff to continually improve service delivery. Working in a smaller organization fosters a sense of family among its employees. Employees are given opportunities to learn and expand their skill sets, including opportunities for training, tuition reimbursement programs, and memberships to professional organizations.

The City of Wyoming is proud to be an Equal Employment Opportunity Employer.

Approved: _____ Date _____
City Manager

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.