



**TITLE:** Camp Discovery Activities Coordinator

**RESPONSIBLE TO:** Camp Director

**POSTED:** 2/10/2026

**APPLICATION INSTRUCTIONS:**

[APPLY ONLINE](#) OR submit cover letter, resume, and 3 professional references to Executive Director Kevin Wernet, [director@woldumar.org](mailto:director@woldumar.org) by 4/15/2026.

**OVERVIEW:**

Under the supervision of the Camp Director and Assistant Director, the Camp Discovery Activities Coordinator works with camp counselors in the development and implementation of Camp Discovery at Woldumar Nature Center. The Camp Discovery Activities Coordinator supervises counselors and campers and is responsible for overseeing all camp activities, maintaining camp schedules, and assisting counselors in implementing environmental education programs.

**HOURS:**

Monday through Friday, approximately 40 hours per week starting in June through August. Days and hours vary according to program and administrative needs. Mandatory training June 1-5. Starting pay **\$18-\$20/hr**, commensurate with education and experience. Paid time off, full season bonus may be available. CPR/First Aid/AED training provided.

**RESPONSIBILITIES:**

1. Develop, implement, and enhance mission-driven environmental education camp programs.
2. Coordinate, supervise, and lead, where necessary, all education-related services of the center.
3. Assist in scheduling and evaluating education staff.
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5. Lead in the management, coordination, and development of supplies and equipment used for camp.
6. Teach and supervise campers as needed.
7. Supervise and teach groups of children 4-15 years of age in a day camp setting when necessary.
8. Maintain First Aid/CPR certifications, and provide first aid care to campers and staff as needed.
9. Lead in the coordination of weekly schedules with the counselors.
10. Assist in discipline procedures when required.
11. Supervise site clean-up following every day and after the summer camp season.
12. Maintain a positive working relationship with all co-workers, campers, volunteers, parents, and visitors.
13. Work with the center's staff and the Executive Director on all program-related grounds and facilities needs.
14. Uphold the personnel policies and procedures of Woldumar Nature Center and represent the organization in a positive, professional manner at all times. Adhere to WNC code of conduct and dress code during working hours.
15. Assist with other duties related to Woldumar's mission as assigned.

**DESIRED QUALIFICATIONS & SKILLS:**

1. Must have at least 2 years experience working at a summer camp or equivalent learning environment and able to pass a comprehensive background check.
2. Must have the ability to work independently.
3. Must possess a strong dedication to the natural world, and to the education, personal development, and care of young people.
4. 1-year college coursework or equivalent experience in environmental education, outdoor education, natural resources, parks and recreation, wildlife, biology or other related fields.
5. 1-year experience teaching people of all ages and backgrounds, especially children or 2 years equivalent experience.
6. Certified, or able to obtain certification in first aid and CPR or higher level certification. Lifeguard certification or interest in obtaining is a plus, but not required.
7. Excellent written and verbal communication skills. Computer competency in Google Apps.
8. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR if necessary. Able to lift a minimum of 30 pounds.
9. Responsible, flexible, innovative, friendly and dedicated to environmental education.

**ORIENTATION AND TRAINING:**

1. On-the-job training and orientation will be provided on-site by staff.
2. Opportunities for professional development. First Aid/CPR/AED certification training provided.

**WHO WE ARE:**

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

**Our Values:**

- We deeply care for Woldumar and our community.
- We act with compassion, respect, and integrity.
- We are passionate about the conservation of nature and committed to the fulfillment of our mission.
- We effectively collaborate with each other and our community.

**Our Guiding Principles:**

- Woldumar is nature for all.
- Woldumar is a cause and a community that inspires, empowers, and promotes well-being.
- Woldumar is dedicated to the stewardship and preservation of our resources.

**Our Goals:**

- EDUCATION: To grow exceptional educational programs.
- STEWARDSHIP: To enhance the long-term sustainability of Woldumar’s land and facilities.
- COMMUNITY: To expand opportunities for people to feel connected to Woldumar and nature.