



## Job Description

### Position:

Base Camp Guide  
*hourly, non-exempt*

### Location:

Main Center - 1033 Old Henderson Rd, Columbus, OH 43220  
St. Marks Episcopal Church - 2151 Dorset Rd in Upper Arlington

### About Junior Explorer Club

We are an exciting alternative to before and after school care, along with exciting summer day camp adventures!

We guide our Explorers on a safe, fun & nurturing journey where they grow physically, mentally and emotionally by trying new adventures and activities whereby they learn about themselves and the world around them.

We go on exciting adventures in and around the Columbus area and beyond, including workshops, guest presenters and activities designed to engage, inspire and empower our Explorers.

We are guided by our values:

**Exploration** - Every day is the start of a new adventure! Explorers let curiosity guide the way - trying new things and developing creativity.

**Teamwork** - It's always better to travel with someone on an adventure! Explorers listen to others' ideas, contribute to group activities and help friends along the journey!

**Diversity** - Every individual brings a unique set of experiences to our collective adventure. We respect that every person has talents and gifts to contribute and we are on a mission to explore, learn about and appreciate each other.

**Flexibility** - No two people are the same and a one-size-fits-all approach doesn't meet everyone's needs. We aim to explore the interests of our explorers and families and change course when needed.

**Integrity** - Explorers know right from wrong and following that internal compass – even when no one is looking! We match our words and our actions.

**Global Focus** - We're a very small part of a very big world! There are so many people to meet, places to explore, and problems to help solve. We are global citizens on an exploration of that world.

**Community Involvement** - Sometimes Explorers go far and wide and sometimes we seek adventures close to home. We are and want to be woven into the fabric of our community – seeking opportunities to give back and build fellowship among the people and organizations within the community where we live, learn, work and play.

### **Position Summary**

The Base Camp Guide, under the direction of the Base Camp Manager, provides direct supervision to a specific group of children with the goal of providing a quality adventurous experience to participating children and program satisfaction to parents and caregivers.

### **Essential Functions**

- Prepares site daily for arrival of children, maintains order at the program site and ensures that space is cleaned up following daily activities
- Adheres to program standards for safety
- Engages in active supervision of and engagement with children
- Hold children accountable for established standards of behavior in a nurturing manner
- Actively plans and participates in daily activities, curriculum implementation, scheduled events and homework assistance
- Maintain all records, data and reports on program participants, doing so in a timely manner
- Communicates with parents and program staff, using the company's values to direct conversations
- Attend regular staff meetings, training sessions and other professional development activities
- Attend on-site and/or off-site events, as appropriate
- Maintain adequate equipment inventory and program supplies
- Monitor student behavior on site during program hours
- Maintain safe environment and ensure program compliance
- Track attendance and ensure adherence to sign-in/out procedures
- Other duties, as assigned

### **Qualifications**

- Candidates must have clear FBI/BCI record checks
- High school diploma or GED
- Minimum of one year of experience working with school-age children
- Familiarity with child/youth development concepts
- Familiarity or a willingness to learn the Reggio Emilia approach - student-centered, using self-directed, experiential learning in a relationship-driven environment
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community

- Ability to work cooperatively and collaboratively with other program staff and parents
- Ability to communicate effectively and demonstrate sensitivity to others as well as respond to stressful situations
- Excellent organizational skills
- Proficiency with Microsoft Office Suite
- Availability to work occasionally on evenings or weekends for trips or special events

Junior Explorer Club is committed to equal opportunity employment and recruits, interviews, hires, classifies, and selects for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, termination, and recall on the basis of merit and qualification without regard to race, religion, color, national origin, disability, veteran or military status, sex, age, sexual orientation or any other status protected by applicable local, state or federal law.

For more information on careers with The Junior Explorer Club, please submit your resume and cover letter to [resumes@websterconsultinggroup.net](mailto:resumes@websterconsultinggroup.net).