



In-Camp Coordinator

Job Description

Reports To: Director of Programs

American Youth Foundation Mission

We dare people to discover and celebrate the very best in themselves and others, inspire them to explore diverse perspectives and complex challenges, and embolden them to live courageously, engaging their full capacity.

General Overview: The In-Camp Coordinator prepares and implements the Pioneer and Seeker programs, ensuring they meet all state and American Camp Association regulations. They supervise and train the in-camp leaders and manage the Pioneer and Seeker villages (groups of 10 to 12 campers and 2 to 3 cabin leaders), including communicating with parents, campers and staff about any issues that arise. The coordinator will be assigned a portion of the village leaders to actively support and coach throughout the season.

General Responsibilities

- Encourage leadership development, healthy community living, and AYF mission and values driven practices.
- Protect the safety and health of campers by adhering to community expectations and following all policies and procedures outlined in the Staff Handbook, including our alcohol-, drug-, and tobacco-free camp policy and AYF COVID-19 Staff Eligibility and Expectations.
- Be a positive role model
- Instruction in some skilled program activities
- Fully participate in and be present at all community activities
- Live with and eat meals with a village group, helping each camper to adjust to camp life together.
- Instruct campers in safety and health regulations, policies and procedures of camp and behavior.
- Be a risk manager.
- Be familiar with and apply the Four-Fold philosophy and Best Self practices to leadership, instruction and modeling while in camp.

Specific Responsibilities

- Support in the planning and implementation of staff training
- Train, supervise, evaluate, and deliver feedback to Pioneer and Seeker leaders
- Work with the larger Central Staff team in the assignment of leaders to villages
- Support Pioneer and Seeker leaders through scheduling, facilitation of program activities and help with camper behavior management, including homesickness
- Communicate with parents as partners around issues that involve their children maintaining an ideal client relationship
- Document all staff observations, check ins, trainings, skills developments, and any risk management incidents or near misses.
- Evaluate program quality and implement improvements as needed
- Ensure that pioneer and seeker backpacking and canoeing trips (1-3 night trips) are properly planned, coordinating efforts with the leaders and logistics specialists
- Establish personal and professional goals for the summer and work towards those goals as well as participate in total camp program while at Merrowvista.

- Participate fully as a member of the Central Staff Team, supporting community expectations and other members of the Central Staff Team.
- Complete all job functions and other duties as assigned

Necessary Skills for Success

- Be able to maintain focus for extended periods while assessing risks and supervising campers
- Ability to respond to, teach and manage the behaviors of the campers in their care
- Able to effectively manage their emotions to remain focused on what is in the best interest of the campers in their care in a variety of situations.
- Effective communication with youth participants and adult staff across a wide range of identities and backgrounds. Ability to foster positive relationships
- Ability to respond to and direct campers and/or staff in an emergency
- Ability to understand, promote, actively include, and work effectively with diverse perspectives and identities
- Ability to maintain a physically and emotionally safe environment for campers
- Thorough understanding of critical issues shaping the lives of young people in the U.S., especially racial and gender equity, inclusivity, justice, ethics, and cultural competency

Vision for All AYF Employees

- Show commitment to the [AYF Core Values](#) of investing in youth, enkindling inner sparks, embracing joy, belonging in community, and growing together.
- Support the organization's mission, vision, and ethics by displaying the following behaviors: Integrity, openness, and honesty, listening and understanding, giving, and receiving constructive feedback, seeking a balance between personal and professional lives, dependability, and accountability.
- Follow guidelines as described in the AYF employee handbook.

Work Environment

- Position location is in Center Tuftonboro, New Hampshire at the Merrowvista campus and it is required to work onsite during summer.
- The Merrowvista site necessitates the capacity to move through rugged terrain.
- All meals and housing provided during training and program

Preferred Qualifications

- Demonstrate leadership ability and commitment to balanced personal development and excellence.
- At least 21 years old
- Previous supervisory experience
- Strong teaching/facilitating and leadership skills preferred
- Previous experience working with children, adolescents and/or young adults required
- Current certification in CPR and First Aid (training available for accepted candidates)

Benefits

- Weekly pay: \$650
- Coordinators will receive one day off for every six days worked

Recognizing the full value of all, the American Youth Foundation affords equal opportunity for employment and program participation to all individuals on the basis of merit and/or eligibility without regard to race, color, sex, pregnancy, sexual orientation, gender identity, familial status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.