



Job Description

Director of Camp Programs

Reports To: President
Supervises: Program Coordinator(s) and all Program team members
FLSA Status: Exempt, Full-time, Regular
Prepared: May 2022

Mission

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social, and spiritual living, and to make a positive difference in their communities and in the wider world.

Position Purpose

The Program Director safely and consistently delivers Merrowvista's experiential, positive youth development camp programs through strong leadership of seasonal staff teams and excellent communication with participants, families, partner organizations, alumni, and other stakeholders.

Primary Responsibilities

- **Program leadership:** Oversee the design, implementation, and evaluation of safe and effective Summer Camp program, determining the best methods for delivering the AYF's mission. Support the development of Community and School Programs.
- **People leadership:** Hire competent team (staff, volunteers, partners, etc.) to meet current needs. Collaborate with the Recruitment and Retention Manager to develop systems and approaches to recruit, develop, manage, and retain seasonal staff. Build and motivate a qualified, capable program team.
- **Site leadership:** Collaborate as a member of the Merrowvista Leadership team (along with the Director of Operations and the Director of Community and School Programs) to build and maintain a healthy workplace culture and a safe (emotional and physical) program environment. Provide leadership, training, and direction for the site team as they create, market, staff, and execute the programs, while caring for the assets of the AYF, including risk management. Serve as a positive role model.

Necessary Capabilities for Success

- Ensures all programs adhere to promised outcomes while working in accordance with all licensing and accreditation standards.
- Values teamwork, participates as a leadership team member, and can motivate and engage teams.
- Possesses strong program design and facilitation skills that enable participants to draw learning from their experiences. Enables individuals to recognize and use their abilities in positive ways, while also helping them appreciate the unique contributions of others.
- Sets high performance expectations for Merrowvista employees. Creates and retains evaluation methods and reviews and communicates performance of all reports.
- Fosters direct and open communication, invites diversity of opinion, and engages in respectful exchanges.
- Has a strong grasp of financial oversight and is able to build and manage a detailed budget.

- Responsible for the care, inventory, and purchase of necessary program equipment.
- Uses effective marketing and communication techniques to grow the business.
- Represents program outcomes clearly and effectively with participants, families, and staff.
- Lives onsite during 10 weeks of camp. Some overnight stays as required during non-camp season to support program.
- Able to lift and/or move up to 25 pounds and walk significant distances.
- Leads with integrity – is fair, honest, ethical, and principled.

Analytical and Interpersonal Skills

- Strong commitment to serving clients.
- Demonstrated interpersonal skills, including active listening and strong written and communication skills.
- Effective organizational skills, attention to detail and management of deadlines.
- Self-motivated, energetic, service-oriented team player.
- Willing to expand knowledge and responsibilities.

Experience and/or Certification

- Experience and education in youth development and experiential learning with evidence of direct and effective work with youth.
- Training, classes, or life experiences addressing the most pressing issues shaping the lives of young people within the current U.S. context, including racial and gender equity, inclusivity, restorative justice, and cultural competency.
- A proven track record of leading, motivating, engaging, and building the capabilities of team members.

Preferred Minimum Education, Experience and/or Certification

- High school diploma required
- Degree or equivalent professional experience in positive youth development or related field of study

Work Environment

- Primarily indoor and seasonal outdoor environments.
- Outside of peak program season, hours are as required to meet job demands, typically 8:30 a.m. to 4:30 p.m. outside of peak program season. Weekend work required seasonally.
- Travel as needed for meetings and site visits.
- Business casual, appropriate attire for setting.

Benefits

Competitive salary and benefits package are available, including:

- Health, dental, and vision insurance
- Retirement package
- Family accommodations during on site required living periods
- Tuition coverage for immediate dependents

To Apply

To apply, email resume to Recruitment and Retention Manager Nicky Gerome at ngerome@ayf.com.

Nondiscrimination

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, familiar status, religion, national origin, citizenship, disability, age, military status, or any other basis prohibited by law.

We seek to create communities where no one is excluded because of who they are. We enthusiastically welcome staff and participants with diverse backgrounds, lived experiences, and identities that align with our mission and values.

Vision for all AYF Employees

Show commitment to the [AYF Core Values](#) of best self, balanced living, safety, respect, responsibility, and inclusion. Follow guidelines as described in the AYF employee handbook.