



Job Description

Position Title **Program Coordinator (PC)**

Reports To **Conference, Community and School
Program Director**

FLSA Status **Exempt**

Supervises **Seasonal Program Staff**

Date Prepared **January 3, 2023**

Mission

The American Youth Foundation dares people to discover and celebrate the very best in themselves and others, inspires them to explore diverse perspectives and complex challenges, and emboldens them to live courageously, engaging their full capacity.

Position Purpose

The Program Coordinator is a year-round position that works with the Conferences, Community, and School Programs Director to plan, prepare, and deliver inclusive, residential youth development programs, year-round at Camp Miniwanca, with a strong focus on the fall, winter, and spring programs. The PC is heavily involved in these running programs and helps to ensure that all state, American Camping Association, and American Youth Foundation program regulations are followed year-round.

Commitment to Equity and Inclusion

The American Youth Foundation enthusiastically welcomes staff and participants with diverse backgrounds, experiences, and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and evolving for the betterment of all we serve. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally, and all are highly encouraged to apply.

Essential Functions

- Works with the Conferences, Community and School Programs Director for fall, winter, and spring seasonal staff recruitment and hiring, as well as planning and implementing seasonal staff training.
- Ensures safety and quality in programming through intentional design and consistent presence.
- Creates and maintains a positive relationship with the clients and inquiries throughout the year, promptly addressing questions, concerns, and feedback.
- Assists with fall, winter, and spring program curriculum development, handbook editing, and the production of participant supplies and forms.
- Purchases program equipment, manages inventory, and identifies programmatic needs.
- Communicates facility, administrative, and food program needs of Conference and Community and School Programs to Program Director.
- Uses good judgement in risk management practices, and ensures program follows AYF policies and ACA Standards.
- Fulfill necessary administrative functions in partnership with AYF colleagues.

Reasonable accommodations may be made to enable a range of abilities to perform the essential functions.

Secondary Functions

- Serve as facilitator and coordinator for various programs.
- Manage logistics of staff arrival, preseason communications, travel arrangements, staff housing and staff registration.
- Assist with end-of-season reports.
- Support the summer camp program as a coordinator or specialist.
- Respond to emergencies with good judgement, effective problem solving, and calm reactions.

Analytical/Interpersonal Skills

- Ability to work effectively with people from diverse backgrounds.
- Ability to maintain physically and emotionally safe environments.
- Self-motivated, youth-focused, service-oriented team player.
- Willing to expand knowledge and responsibilities.

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.

Preferred Minimum Education, Experience and/or Certification

- Bachelor's degree preferred or equivalent combination of education and experience.
- 2 to 3 years of direct or related experience, including staff supervision and empowering youth required
- Strong knowledge of Microsoft Office with aptitude and demonstrated skills in word processing, spreadsheet, and data management applications, as well as computer and database skills
- Wilderness First Responder, CPR and Lifeguard certification

Work Environment

- Position is in Shelby, MI at Stony Lake. The PC is required to live on site in provided housing for the duration of the summer season, as well as during assigned program activities at any point in the year.
- Part office, part outdoor environment workplace. The Camp Miniwanca site necessitates the capacity to move through rugged terrain. Attire is business casual with appropriate outdoor clothing as setting dictates.
- Must be able to lift and move up to 25 pounds and climb 40 feet high with safety gear
- Hours as required to meet job demands, generally Monday through Friday 8 a.m. to 5 p.m. outside of peak program season.
 - Evening and overnight duty during the peak program season with ability to live on site and work six-day weeks in peak season.
- Travel as needed for recruitment and meetings.

Benefits

- Competitive salary and benefits package are available, including:
 - Health, dental, and vision insurance
 - Retirement package
 - Family accommodations during onsite-required living periods
 - Tuition discounts for dependents

Non-Discrimination

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.

To Apply: Interested applicants should send a cover letter and resume to Conferences, Community, and School Programs Director Michael Harter at mharter@ayf.com.