



## Activities Coordinator

### Job Description

**Reports To:** Program Director

**Supervises:** Program Specialists

#### **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.

**Job Location:** Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain. Coordinators will live onsite during staff training and during the two camp sessions.

**Job Type:** Seasonal

**Job Summary:** The Activities Coordinator facilitates most of the all-camp programming such as large group games and specialty days. This position also oversees the interest groups from scheduling, locations, and the camper sign up process. Summer 2024 will include two weeks of paid staff training beginning June 16, followed by two three-week camp sessions. Most seasonal contracts will conclude August 11.

#### **Position Responsibilities:**

##### ***Camper Supervision***

- Primarily responsible for the health, safety, and wellbeing of campers by ensuring all interest group leaders create a safe environment.
- Appropriately manage behavior challenges and conflict with a sense of respect for young people and a focus on developing the social emotional health of campers.

##### ***Interest Groups***

- Oversee the sign-up process for campers selecting interest groups for each week, getting rosters .to cabin leaders and interest group leaders.
- Provide support to interest group leaders in developing their curriculum and facilitation skills.
- Manage all program equipment and purchasing of new program materials according to budget.
- Collaborate with LIT Coordinator to assign LITs to coverage for interest groups each day.

##### ***General Programming***

- Facilitate highly engaging all-camp activities that build positive community for all campers.
- Regularly communicate schedules and important information to all staff.
- Actively participate in all camp activities with enthusiasm, creating an inclusive environment that encourages all campers to participate.
- Provide mentorship and connection to all campers in the community with whom you interact.

- Model responsibility and compassion for campers in all activities.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

**Skills and Qualifications:**

***Required:***

- Must be at least 21 years old.
- Strong facilitation/teaching skills.
- Previous experience working with youth.
- Demonstrated positive leadership with young adults.
- Strong organizational and communication skills.
- Ability to effectively manage people in a way that positively supports their development.
- Strong emotional and mental health. Must be adaptable and exhibit good judgement to determine what is in the best interest of the campers in their care.
- Support the organization's mission and vision with integrity, dependability, and accountability.
- Interact effectively with individuals and groups respecting social and cultural diversity. Establish and maintain appropriate professional relationships and interpersonal skills that contribute to a positive community.
- Demonstrate passion for serving youth, encouraging campers to explore through play and creating a space where youth feel included and a sense of belonging.
- Fully participate in and be present at all camp community activities, including staff training activities.
- Maintain effective mental, emotional, and social interactions in our youth centered residential summer camp program.
- Ability to handle stressful situations appropriately, maintaining mental, emotional, and social resiliency needed for the job in a fast-paced, interactive environment.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Follow all guidelines and policies as described in the AYF (American Youth Foundation) staff manual.

***Preferred:***

- Previous experience teaching and/or large group facilitation.
- Valid driver's license.

**Work Environment:**

- Position is located at Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain.
- Staff members will live onsite during staff training and during the two camp sessions, including weekends and evenings, to be available 24 hours/day in case of emergency response.
- Housing and all meals are provided.
- Staff live in a communal space with other staff or in cabins with campers, depending on position.

**Compensation:**

- Weekly pay: \$750/week
- Coordinators will receive one day off for every six days worked.

**Company Culture:**

The AYF believes that how we act and interact reflects who we are as a community. In practice, at the AYF we value investing in youth, stewarding the environment, encouraging participants and staff to explore and develop their values and beliefs, belonging in community, and growing together.

*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.*

*Updated: 11/9/2023*