



In Camp Coordinator

Job Description

Reports To: Director of Camp Programs

Supervises: In Camp Leaders and In Camp 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 Merrowvista in Center Tuftonboro, New Hampshire. The Merrowvista site necessitates the ability to move through rugged terrain. Employees are required to live onsite for the duration of their employment including two weeks of staff training and the two, 3 week-long camp sessions.

Job Type: Full Time, Seasonal. Employment begins June 6 and ends August 11.

Job Summary:

Merrowvista is an overnight, residential summer camp for youth ages 8-17. In Camp Coordinators manage and supervise a team of In Camp Leaders (Camp Counselors) and In Camp Specialists (camper support and substitute In Camp Leaders). There will be a team of three In Camp Coordinators working together to fulfill all job duties. This role will work primarily with elementary and middle school campers. In Camp Coordinators bring experienced leadership to the team and provide daily guidance, instruction and encouragement to their staff. This role will assist in emergency response situations, will communicate with camper families, and provide administrative support to the Directors. In Camp Coordinators will co-lead programmatic elements of camp alongside the Activities Coordinator and will assist the Outcamping team when preparing groups for wilderness trips.

They will attend to all camper and staff concerns such as behavioral or health issues, social dynamics or staff coverage in the case of absence, illness, terminations or early departures.

Position Responsibilities:

- Manage and co-supervise a team of In Camp Leaders, providing training and daily support to the staff.
- Offer guidance and coaching to the staff on things like conflict resolution, group management and activity facilitation.
- Assist the Activities team with camp programming such as activity blocks, all-camp events, camp traditions and rites of passage.
- Respond to emergencies such as injury, illness, behavioral incidents, inclement weather etc.
- Communicate with camper families as necessary.
- Evaluate the performance of the In Camp Leader team, providing two formal evaluations.
- Create and maintain schedules, ensure proper staff coverage throughout camp at all times.
- Participate in all camp programming: early morning and evening activities, meals, daily reflections.
- Prepare logistics for 1-3 day backpacking and canoe trips through rugged terrain to primitive campsites.
- Manage individual and group behavior: resolve conflict, enforce community standards of respect for all.
- Ensure the safety of campers at all times, follow and implement all safety standards and assist campers in need throughout the day and night.
- Build relationships with campers to foster friendly, nurturing and age-appropriate group dynamics.

- Communicate daily with supervisor, attend staff meetings and receive guidance and instruction.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

Skills and Qualifications:

Required:

- Wilderness First Aid and CPR (will be provided during staff training).
- Minimum Age: 21 by June 30, 2024
- 2-3 years working or volunteering with youth in recreational or educational settings.
- Professional experience as a peer supervisor or 2-3 years of student leadership.
- Excellent communication skills both verbal and written.
- 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:

- Basic outdoor skills: hiking, camping, canoeing (training will be provided).
- Previous experience working at a summer camp.
- A personality and character that exudes leadership, flexibility, trustworthiness, creativity, energy, inspiration and positivity.

Work Environment:

- Live onsite in communal housing with other staff members for the duration of employment including weekends and evenings and be available 24 hours/day in case of emergencies.
- May be asked to sleep in a cabin with campers on occasion, as necessary.
- All meals are provided. Dietary accommodations will be made when needed.

Compensation:

- Weekly pay: \$750
- Employees will receive one day off for every six days worked.
- Wilderness First Aid and CPR training and certifications are required and provided during training.
- Lifeguard training and certification is not required, but will be offered before staff training begins.

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: 11/16/2023