



Activities Coordinator

Job Description

Reports To: Director of Camp Programs

Supervises: Activities 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. The Activities Coordinator will manage and co-supervise a team of 4-5 Activities Specialists that is responsible for all programming at camp such as activity blocks, early morning exercises, evening all-camp games, camp carnivals, themed dinners and more. There will be two Activities Coordinators working together to fulfill all job duties in 2024. This role will work primarily with elementary and middle school campers, but also with high school campers when they are onsite in between multiday adventure trips. The Activities Coordinator brings experienced leadership to the team and provides daily guidance, instruction and encouragement to their staff. This role will create, execute and manage the logistics, staffing, supplies, scheduling and facilitation of programming as well as provide administrative support to the Directors. The person in this role will be invited to bring new, creative programmatic ideas to Merrowvista while also bringing to life the camp's many traditions.

Position Responsibilities:

- Manage and co-supervise a team of Activity Specialists, providing training and daily support to the staff.
- Offer guidance and coaching to the staff on facilitation skills, lesson planning, activity preparation.
- Create and maintain schedules, ensure proper staff coverage throughout camp at all times.
- Assign campers to activity blocks based on choice and interest, maintain an accurate daily roster.
- Prepare all camp programming in advance and delegate responsibilities to the Activities Specialists in advance to ensure success.
- Bring new, creative ideas for games, team-building activities, carnival activities and special events and carry through from brainstorming to execution with close attention to detail.
- Inventory all program supplies, order additional resources when needed and store properly in between uses.
- Create and deliver alternative activity plans in case of inclement weather or other urgent changes.
- Evaluate the performance of the Activity Specialist team, providing two formal evaluations.
- Assist the In Camp Coordinators with camper care and behavior management when needed.
- Ensure the safety of campers at all times, follow and implement all safety standards with attention towards risk management.
- 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:

- 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.
- 2-3 years organizing and executing recreational programming or experience with event planning.
- Close attention to detail, highly organized and able to take initiative.
- Demonstrated ability to follow through on projects and deliver on deadlines.
- 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:

- Previous experience working at a summer camp.
- Skills: arts, sports, climbing, archery, pottery, team-building, drama.
- 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.
- 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.
- 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