

# Community Life Coordinator

## Job Description

Reports To: Director of Camp Programs



### 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 Community Life Coordinator works directly with the In Camp, Camper Care and Four Trails Coordinators to support the social-emotional well-being of all campers, with particular attention towards our BIPOC, LGBTQ+, international and financially supported campers. There will be a team of two In Camp, two Four Trails, one Camper Care and one Community Life coordinators in 2024. The Community Life Coordinator brings experienced leadership to the team and provides daily support and encouragement to the staff and campers. This role is responsible for building relationships with families to ensure that their campers are supported in whatever way possible including gear loans or extra mentorship throughout the program. The Community Life Coordinator will also evaluate the Merrowvista camp program to ensure we are creating an inclusive community and will recommend and work on solutions to advance this goal. Daily responsibilities include: supervising camper groups during staff break times, managing homesickness and camper conflicts, joining activities or trips to provide extra emotional support when needed etc. This role will assist in emergency response situations, will communicate with camper families, and provide administrative support to the Directors. The Community Life Coordinator will assist with programmatic elements of camp alongside the Activities Coordinator as well as the Out Camping team when preparing groups for wilderness trips. This role 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:

- Offer guidance and coaching to the staff on things like conflict resolution, group management and activity facilitation and inclusive practices focused on equity for all campers.
- Monitoring all camper groups for signs of homesickness, bullying, conflict, anxiety and intervening with compassionate support and coping techniques.
- Attend activities and trips, including backpacking and canoe trips to primitive campsites, in order to provide additional social-emotional support to campers in need.
- Supervise cabin groups during staff break times.
- Engage in one-on-one or small groups discussions with campers around sensitive topics, keep confidentiality while reporting urgent information directly to the Director.
- Respond to emergencies such as injury, illness, behavioral incidents, inclement weather, 24 hours/day. This position will be on-call and is expected to respond to campers in need at any time (except days off).
- Communicate with camper families for gear loans and other support needs.

- Assist the Activities team with camp programming such as activity blocks, all-camp events, camp traditions and rites of passage.
- Participate in all camp programming: early morning and evening activities, meals, daily reflections.
- Suggest and implement changes to the Merrowvista camp program that lead to a more equitable and inclusive camp community for all.
- Enforce community standards of respect for all and follow and implement all safety standards.
- 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:***

- Demonstrated experience supporting the social-emotional needs of a diverse group of children.
- Lived experience as a member of the BIPOC, LGBTQ+ or international community and/or with economic insecurity.
- 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: 11/19/2023*