

Activities Specialist

Job Description

Reports To: Director of Camp Programs and Activities Coordinator



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 13 and ends August 11.

Job Summary:

Merrowvista is an overnight, residential summer camp for youth ages 8-17. The Activities Specialists are 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 four Activities Specialists working together to fulfill all job duties in 2024 under the direction of two Activities Coordinators. 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 Specialists will plan and facilitate a variety of activity types including but not limited to: climbing, arts and crafts, pottery, drama, sports, archery and fitness. This team is responsible for taking camper attendance at all blocks, creating an inventory of supplies and maintaining all equipment, and providing staff coverage at all programmatic events. Activities Specialists will also manage camper behavior during program times alongside the In Camp Leader team.

Position Responsibilities:

- Create lesson plans, prepare for and facilitate all programmatic events across camp throughout the day.
- Assist the Activities Coordinator with maintaining schedules and ensuring proper staff coverage throughout camp at all program times.
- Manage camper sign-ups for activities and ensure the accurate taking of attendance for camper safety.
- Instruct daily activity blocks in program areas: climbing, arts and crafts, drama, pottery, sports, archery, fitness and more.
- Prepare all camp programming in advance: gathering supplies, setting up and cleaning up etc.
- Share new, creative ideas for games, team-building activities, carnival activities and special events.
- Lead early morning exercises and late evening games and camp traditions.
- Inventory all program supplies, order additional resources when needed and store properly in between uses.
- Deliver alternative activity plans in case of inclement weather or other urgent changes.
- Assist the In Camp Leaders with camper care and behavior management when needed.
- Provide support in other areas of camp when needed including: additional support on outdoor adventure trips and temporary staff coverage for absences, illness, terminations or early departures.
- 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:

- Close attention to detail, highly organized and able to take initiative.
- Demonstrated ability to follow through on projects and deliver on deadlines.
- Ability to facilitate activities and teach skills to children with confidence and humor.
- 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:

- 1-3 years working or volunteering with youth in recreational or educational settings.
- 1 year organizing and executing recreational programming or experience with event planning.
- Previous experience working at a summer camp.
- Skills: arts, sports, climbing, archery, pottery, team-building, drama (training will be provided).
- 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.
- All meals are provided. Dietary accommodations will be made when needed.

Compensation:

- Weekly pay: \$500
- 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