



## Camp Office Specialist

### Job Description

**Reports To: 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 Miniwanca in Shelby, Michigan. The Miniwanca site necessitates the ability to move through rugged terrain. Program Specialists will live onsite during staff training and during the two camp sessions.

**Job Type:** Seasonal

**Job Summary:** The Camp Office Specialist will work in their assigned camp and provide administrative support to the Camp Program and Health team. Summer 2024 will include one week of paid staff training beginning June 23, followed by two three-week camp sessions. Most seasonal contracts will conclude August 11.

#### **Position Responsibilities:**

- Responsible for supporting the health, safety, and wellbeing of campers in the community.
- Serve as the face of the camp office for campers and staff, creating a friendly and welcoming environment.
- Answer phone calls, organize camper mail, assist with gathering program supplies.
- Assist health team with emergency camper laundry.
- Assist volunteer coordinator with managing volunteer assignments and tasks.
- 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, such as cleaning cabins or the eating lodge.
- 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 18 years old with at least one year post-high school experience.
- First Aid and CPR certification (training available).
- Demonstrated administrative experience and strong organizational skills.
- Previous experience working with youth and young adults.
- 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:**

- Demonstrated history of leadership with youth or young adults.

**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: \$500/week.
- Program Specialists 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*