

# Service Learning Specialist

## 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 staff training and the two camp sessions.

**Job Type:** Seasonal, full time. Employment begins June 13 and ends on August 11.

### Job Summary:

Merrowvista is an overnight, residential summer camp for youth ages 8-17. The Service Learning Specialist will be responsible for the day-to-day management of a group of high school aged campers as they participate in on-site and off-site service learning projects. A team of two Leaders will be the primary caregivers for the campers, while the Service Learning Specialist focuses on project management. This position is not required to sleep in a cabin with campers, unless necessary due to emergencies like a staff departure. The on-site projects focus on construction and renovation of facilities at camp. Previous projects include building a greenhouse, raised garden beds and courtyard, renovating a large log cabin and constructing raised tent platforms in the backcountry. Groups have also cleared land of trees and established hiking trails throughout the property. The off-site project will be a new programmatic element in 2024 in which the camper group partners with a community organization, receives education and exposure to important societal needs and works on a project to help meet those needs. The Service Learning Specialist will lead these service projects by making sure all supplies are obtained and organized, working closely with the Facilities Manager and Camp Directors to ensure project success, supervising the campers and working alongside them as they complete their service. This role will also assist with the leadership component of the program which includes daily discussion groups, reflective practices and coordinating in-camp opportunities for the campers to share their success with the younger campers. This role may also provide staff coverage in case of illness, injury, early departures, terminations etc. The Service Learning Specialist will assist with all-camp programming as needed.

### Position Responsibilities:

- Lead a group of high school aged campers through on-site and off-site service projects and maintain a positive communal experience throughout.
- Guide campers through their daily project tasks and provide instruction on building and repair skills.
- Act as a liaison between the camper group and the Facilities Manager and Director, sharing needs, obtaining supplies, tracking and reporting progress etc.
- Drive campers to off-site projects. This role will also serve as an emergency driver and may be asked to drive a company vehicle on short notice at any time, 24 hours/day (except days off).
- Assist Leaders with the daily management of 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 with attention towards risk management.
- Build relationships with campers to foster friendly, nurturing and age-appropriate group dynamics.

- Maintain proper social boundaries with campers, ensuring all conduct and conversations are above reproach.
- Participate in all camp programming: early morning and evening activities, meals, daily reflections.
- Help the Activities team with all-camp programming when necessary.
- Communicate daily with supervisor, attend staff meetings and follow guidance and instruction from coordinators and directors.
- This is not meant to be a complete list of all responsibilities. Other duties may be assigned.

### **Skills and Qualifications:**

#### ***Required:***

- Minimum Age: 21 years old by June 30, 2024.
- Experience in basic building skills: power tool use, following written instructions from a manual, measurements, supply inventory, worksite organization and safety standards.
- 1-2 years of project management experience: ability to delegate to a team, create goals, track progress, ensure worksite safety, monitor efficiency, communicate project needs to supervisors.
- 1-3 years working or volunteering with youth in recreational or educational settings.
- Demonstrated commitment to community engagement and service: volunteering with local organizations or social service agencies.
- Leadership experience: including student, sports, club, team and community leadership.
- 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 of construction management and building skills.
- 1-3 years of professional experience at social service agencies or community organizations.
- Prior summer camp experience.
- A personality and character that exudes leadership, flexibility, trustworthiness, creativity, energy, inspiration and positivity.

### **Work Environment:**

- Live onsite in communal housing 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: \$600
- Employees 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: 11/20/2023*