



Youth Coordinator

TEAM: YOUTH

REPORTS TO: ZEPHYR POINT PROGRAM MANAGER

Position Description:

The Youth Coordinator is the leader providing administrative and operational oversight of the Youth Camp team. This team is comprised of 4 Youth Lead Counselors (YLCs). It is the responsibility of the Youth Coordinator to provide management and oversight of two primary program offerings: Beyond Camp Zephyr (ages 11-13) and Summer Basecamp (ages 13-17). The Youth Camp Coordinator will serve as primary point of contact to camper parents, and manage and support the YLCs. The Youth Coordinator must have an ability to relate to and teach youth as well as adults, and should have experience with team building initiatives and a wide variety of recreational activities.

Job Duties:

Responsibilities

- Works alongside the Program Manager to effectively run Basecamp and Beyond Camp Zephyr
- Oversee and support 4 YLCs
- Work alongside Day Camp Coordinator to design, schedule, and implement camp activity rotations for the Beyond Camp Zephyr program
- Make group assignments weekly for campers and counselors
- Facilitate check-in and check-out for Beyond Camp Zephyr and Summer Basecamp
- Facilitate and coordinate all offsite activities
- Jump into areas of camp that may need extra hands
- Meet special request by parents as appropriate
- Be familiar with camp administration software in order to review camp rosters, medical forms, and transportation requests
- Coordinate logistics for campers who are getting picked up early or dropped off late
- Exercise sound judgment and decision-making to assess and mitigate hazards
- Effectively build rapport with campers, counselors Zephyr Point staff, and camp parents
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Participation in intentional community as a member of the Zephyr Point Summer Staff
- Other duties may be assigned.*

Qualifications:

Required Qualifications

- Must be a minimum of 20 years of age.
- Ability to pass a criminal background check
- Either one year working at Zephyr Point camps or comparable position experience
- Proficient soft-skills necessary to support youth and children's mental health and emotional challenges
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Group management skills and delegating abilities
- Professionalism in attitude and appearance
- Ability to manage self-care and energy throughout a busy and intense summer

- Clean driving record and ability to drive a 12-15 passenger van

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through employment end date.

- CPR/First Aid certification (Provided during staff training week, if needed)
- Youth Mental Health First Aid certification (Provided during staff training week, if needed)

Preferred Qualifications

- College degree or coursework in secondary education or other related fields such as leadership
- Proficiency in Spanish
- Previous experience working in a camp setting
- Experience in a peer leadership setting
- Basic knowledge of camp software, Microsoft, excel, and outlook

Required Physical Demands

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 35lbs

Work Schedule:

The Youth Camp Coordinator position begins June 3rd, 2024, and will terminate on August 11th, 2024. Members of the Youth Camp Team are expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. During the Beyond Camp Zephyr program, standard work hours will fall Monday-Friday from 8am-4:30pm, with one night of on-site camping. During the Summer Basecamp program, members of the Youth Camp Team will work long hours with overnight supervisory hours in Hubbard Lodge. The Zephyr Point year-round staff will work with the Youth Camp Team to design a reasonable schedule with consistent breaks to help alleviate the strain of overnight hours.

Compensation and Benefits:

- Compensation: \$4,250 total for the summer
- Housing in Lakeview Lodge (June 3rd – August 12th)
- Meals provided Monday-Friday through term of employment
- Travel and certification stipends are available

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature