



# Youth Program Coordinator

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- TITLE:** Youth Program Coordinator
- SUMMARY:** Under the general supervision of the Youth Program Manager, the Youth Program Coordinator is responsible for working alongside the Programs team to design and implement all youth program offerings at Zephyr Point. A successful candidate will have a passion for facilitating recreational, spiritual, and/or educational events for children and youth with a wide variety of interests and backgrounds.
- STATUS:** Full-time
- REPORTS TO:** Youth Program Manager
- DIRECT REPORTS:** Varies, none to occasional part-time and seasonal employees and volunteers

## **DUTIES AND RESPONSIBILITIES:**

- A. Work with Program team to support all youth Program offerings at Zephyr Point, from visioning, planning, to implementation
- B. Assist Youth Program Manager with recruitment, training, and supervision of Summer Staff
- C. Serve as member of camp curriculum design team, helping to create recreational, theological, and educational content that reflects the mission and values of Zephyr Point
- D. Coordinate youth program registration process by fielding participant questions, taking payment, and communicating details with campers and their families
- E. Serve as staff support for Club Zephyr program throughout the academic-year
- F. Foster a supportive and inclusive environment where campers feel empowered to participate, express themselves, and develop meaningful connections with peers and staff
- G. Collaborate with other members of the Program staff to develop and enforce program policies, terms, and conditions
- H. Stay up current with industry standards, best practices, and innovative camp strategies and activities
- I. Maintain essential licensure and certifications necessary for the safe practice of all youth program
- J. Attend all mandatory ZPPCC staff meetings
- K. Other duties may be assigned.\*

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Commitment to live out the Mission, Vision, and Values of ZPPCC
- B. Keen sense of time and priority management, with ability to meet deadlines; ability to carry out detailed plans, organize and process heavy volumes of work that vary greatly by season
- C. Strong administrative skills with the ability manage many tasks at a time while maintaining close attention to detail
- D. Excellent oral and written communication skills and the ability to respond professionally over phone and by email
- E. Comfortability with making public announcements to large groups
- F. Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- G. Positive, creative, optimistic, and energetic personality

## QUALIFICATIONS:

- A. Minimum four-year college degree in related program
- B. Preferred two years' experience in program development, event planning, camp & retreat ministry, or related field. Theological fluency in the PC(USA) and/or other mainline tradition preferred.
- C. Passion for designing and implementing successful recreational, spiritual, and/or educational events for youth with a wide variety of interests and backgrounds
- D. Proficiency in standard office software platforms and various social media platforms; ability to learn and implement camp registration software.
- E. Ability to read, write and speak English well to communicate effectively with guests, staff, and other agencies; fluency in Spanish is desirable
- F. Maintain a valid driver's license and insurable driving record; must have a reliable means of transportation in all seasonal weather conditions
- G. Ability to maintain a flexible schedule including frequent evenings, weekends and holidays

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit for long periods, stand, walk, use hands to finger, handle or feel, grasp and hold and cut; see, talk, hear, and may frequently stand for long periods of time. The employee frequently is required to reach with hands and arms. The employee is occasionally required to twist, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently walk upstairs and inclines and lift and/or move up to 15 pounds, and infrequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to walk on unstable grounds and infrequently up to a mile within and around the camp/conference center. Occasional driving a vehicle is required.

## MENTAL DEMANDS

The essential functions of the position requires the ability to read and write complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate activities, supervise and instruct others; follow instructions, influence others, meet time requirements, memorization, problem solving through use of independent judgment and decision making skills.

## WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud, work will entail the use of computer equipment. The employee works alone, with others, around others, with verbal and face-to-face contact. Ability to work a flexible schedule including weekends, evenings and holidays.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, to moving mechanical parts, toxic or caustic chemicals, outside seasonal weather conditions, and risk of electrical shock.

**\*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.

## Zephyr Point

**Mission:** Inviting all to experience God through education, exploration, & inspiration.

**Vision:** A center of excellence cultivating spiritual growth, recreation, and learning  
in an inclusive environment of natural beauty, hospitality, and peace.

**Values:** Serving with love; Creating community; Caring for and learning from Creation; Engaging  
the mind, refreshing the body, nurturing the soul; Welcoming all people

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_