



Youth Coordinator

TEAM: YOUTH

REPORTS TO: ZEPHYR POINT YOUTH 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). The Youth Coordinator is responsible for managing and overseeing two primary program offerings: Wilderness Adventure Camp (WAC) (ages 11-17) and Summer Basecamp (ages 12-17). The Youth Camp Coordinator will serve as the primary point of contact for camper parents and manage and support the YLCs. The Youth Coordinator must have the ability to relate to and teach youth and adults, as well as have experience with team-building initiatives and a wide variety of recreational activities.

Job Duties:

Responsibilities

- Work alongside the year-round program staff to safely and effectively run Summer Basecamp (4 sessions) and Wilderness Adventure Camp (2 sessions).
- Supervise YLCs, helping to facilitate program assignments, in-service training, and provide breaks.
- Make group assignments weekly for campers and counselors.
- Facilitate check-in and check-out for WAC and Summer Basecamp.
- Facilitate and coordinate all offsite activities for youth programs
- Communicate with camp parents for special requests, accommodations, and pick-up times.
- Be familiar with camp administration software to review camp rosters, medical forms, and transportation requests.
- Assist in maintaining and preparing gear for backpacking trips.
- Assist Activities and Recreation Coordinator in planning and preparation for backcountry meals.
- Exercise sound judgment and decision-making to assess and mitigate hazards.
- Effectively build rapport with campers, counselors, Zephyr Point staff, and camp parents.
- Model inclusive behavior and facilitate a positive group culture.
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of Zephyr Point programs.
- 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 by June 2025.
- Ability to pass a criminal background check.
- Either one year working at Zephyr Point camps or comparable experience.
- Group management skills and ability to delegate.
- Clean driving record and ability to drive a 12-15 passenger van.
- 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 adaptability to dynamic environments.
- Professionalism in attitude and appearance.
- Ability to manage self-care and energy throughout a busy and intense summer.

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

Certifications must be valid through the employment end date.

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

Preferred Qualifications

- College degree or coursework in secondary education or a related field.
- Proficiency in Spanish.
- Previous experience working in a camp setting.
- Experience in peer leadership.
- Wilderness First Aid Certification or higher.

Required Physical Demands

- Ability to walk and stand nearly 8 hours a day.
- Ability to walk up and down a 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 35 lbs.

Work Schedule:

The Youth Camp Coordinator position begins June 9th, 2025, and will terminate on August 17th, 2025 at 11 am. Members of the Youth Camp Team must maintain a flexible and changing schedule throughout the summer dependent on the programs scheduled for each week. During the WAC program, the Youth Camp Coordinator will work four full days and overnights in the backcountry. 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: \$4,750 total for the summer.
- Housing in Cabin 67 (June 8th – August 17th).
- Dinners are provided Monday-Friday and staple groceries will be provided for breakfast and lunch throughout the week.
- 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 the 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