

## Youth Program Director

### **SUMMARY:**

We are looking for an energetic, passionate, child-focused person who has skills in planning and running programming for children and youth to serve as our Youth Program Director. This person will be responsible for Summer Camps and Winter Youth Retreats, as well as teaching in our Outdoor & Environmental Education Program.

**RESPONSIBLE TO:** Program Team Lead/Executive Director

**SUPERVISOR FOR:** Seasonal Summer Staff members

### **GENERAL QUALIFICATIONS:**

1. Be in agreement with and committed to Amigo Centre's Mission Statement and goals.
2. Be sensitive and responsive to the needs of constituents, campers, and parents.
3. Be committed to establishing and maintaining healthy relationships in the workplace.
4. Have a passion for programming and community-building.
5. Be committed to hospitality toward a wide range of people.
6. Have a strong commitment to integrity.

### **SPECIFIC QUALIFICATIONS:**

1. Flexible and able to work well with campers, parents, youth leaders, and other staff members.
2. Is organized and has the ability to change plans quickly when the need arises.
3. Is able to create and present age-appropriate materials consistent with Anabaptist theology.
4. Is a compassionate and interested listener.
5. Understands or can quickly learn hiring procedures, licensing requirements, and safety requirements.
6. Is proficient at Word and Excel, can learn and manage databases, and has basic office equipment knowledge.
7. Has passion for making sure camp is accessible to under-resourced, neurodivergent, and/or disabled campers.
8. Is creative and has vision for growth and expansion of programming that responds to community need.

### **RESPONSIBILITIES:**

1. Recruiting and hiring for all summer camp staff, including leadership team members.
2. Off-season preparation of summer camp materials and curriculum.
3. Leadership of summer staff and volunteers, including planning, scheduling, leading, and coaching staff for 2 weeks of training and 6 weeks of summer camp.
4. Direct leadership of some summer camp activities and classes.
5. Check campers in and out each day or week, checking with parents/guardians to address any concerns.
6. Work with leadership team to address behavioral concerns and deescalate campers who are struggling.
7. Communicate logistics of summer camp with guest services, operations, maintenance, and kitchen.
8. Teach Outdoor & Environmental Education classes during the off season, learning curriculum and weaving these curriculums into summer camp.
9. Work with the program team to plan and schedule facilitators and speakers for Winter Youth Retreat and Summer Camp.
10. Leadership of Winter Youth Retreat.
11. Building registration seasons in Camp Brain for Summer Camp and Winter Youth Retreat.
12. Assisting with other needs as they arise.

### **COMPENSATION PACKAGE:**

Salaried from May 1-August 31 at a rate of \$685/week, paid every two weeks.

Hourly at a rate of \$15/hour from September 1 – April 30. Hours expected at .5-.75 FTE, based on interest.

Housing and utilities provided all year at no cost to the employee.

**IDEAL START DATE:** Mid-April, 2026