



Position Title: Associate Director of Day Camp, Youthfront Camp LaCygne

Reports to: Senior Director of Camps

Full Time Salaried, Exempt Staff

### **KEY RESPONSIBILITIES**

- Lead the Youthfront Day Camp Program - giving leadership, support, and input.
- Collaborate with the Senior Director of Camps & Director of Community Programming to conduct annual strategic planning for elementary age programs, including setting strategic goals, primary initiatives, and deadlines.
- Collaborate with Associate Directors of other programs to purchase needed equipment and supplies while adhering to the annual responsibility budget for specific assigned programs.
- Work in cooperation with other Youthfront staff to create effective spiritual formation experiences for elementary age children, Teen Staff and Summer Staff.
- Contribute to the Youthfront Camps' CO-OP team, a conjunction of program and operations leadership, to coordinate the impact of programming on operations and vice versa.
- Responsible for recruiting, interviewing, and hiring the appropriate number of Summer Staff required for the Youthfront Day Camp program.
- Manage the Day Camp's pre-camp communication and Summer Staff training schedule.
- Responsible for approving time off requests for Day Camp Summer Staff and ensuring adequate staffing (including appropriate number of volunteers) for Day Camp sessions.
- Supervise a select group of Summer Staff, including but not limited to the following positions: Day Camp Supervisors and Day Camp Leaders.
- Regularly track and update team progress with organization's management system (Basecamp) and Responsibility chart.
- Collaborate with the Youthfront Marketing Department to market and recruit groups to participate in Youthfront's Day Camp programs, and help recruit volunteers for the After School Program.
- Conduct end-of-season debriefs with the Camp LaCygne Program Team and Operations.
- Coordinate with other Youthfront full time staff to help facilitate afterschool programming for elementary school age children.
- Collaborate with YF Neighborhood staff to recruit volunteers for the After School Program

## **GENERAL RESPONSIBILITIES**

- Assist with organization wide fundraising initiatives
- Attend and help at ministry sponsored events
- Represent the organization, its interest, and programs
- Maintain a positive working relationship with clients, vendors, and partners
- Follow all procedures and policies as outlined in the staff handbook

## **QUALIFICATIONS**

- Bachelor's Degree or equivalent work experience
- Two years of related experience
- Background in elementary education, childhood development, or children's ministry
- Leadership, management, and administration skills required; theological background is preferred
- Have a definite sense of calling to children's ministry
- Ability to communicate effectively, both orally and in writing, including ability for public speaking
- Ability to create and lead a healthy staff community culture, including developing others and navigating interpersonal conflict with a high degree of emotional intelligence
- Proficiency of MS Office software (and/or Google Apps equivalents) and aptitude for using camp administration, project management, CRMs, and other computer or web-based applications

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