



## Summer Children + Youth Program Coordinator

*This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.*

<b>Work Team:</b>	Programming
<b>Reports To:</b>	Program Lead, Program Manager
<b>Position Classification:</b>	Summer Seasonal Head volunteer
<b>Length of Service:</b>	3-4 month commitment May – September preferred

### POSTION SUMMARY

The Youth Program Coordinator is responsible for the development and oversight of Holden Village's Youth Program for youth aged 4 through 17. This position provides supervision and support to the Summer Narnia Head (ages 4-11) and the Summer Youth Head (ages 12-17).

### MAJOR FUNCTIONS (principal duties and responsibilities)

*Specific responsibilities include but are not limited to the following:*

- Coordinate the Village's summer youth programming in ways that meet the educational goals and vision of Holden Village.
- Develop curriculums for use during summer programming that compliments the Village's summer conversation/theme, and revise those curriculums throughout implementation so as to effectively meet on-the-ground needs and realities.
- Collaborate with other teams and staff (Art Studio Coordinator, Potter, Naturalist, Hike Haus Head, etc. to diversify youth program curriculum.
- Train and supervise the Summer Narnia Head (ages 4-11) and the Summer Youth Head (ages 12-17) in ways that promote accountability, professionalism, positive staff experiences, and that ensure alignment with regulations and rules regarding youth program.
- the Summer Narnia Head (ages 4-11) and the Summer Youth Head (ages 12-17) in training and supervising all area assistants.
- When needed, act as leader or assistant in summer programs.

- In partnership with the rest of the Program Team, generate programming aligned with the Village's Strategic Plan.
- Assist in leading Guest Orientation for newly-arrived guests and their children.
- Attend weekly Team and Staff meetings.
- Assist in other areas of the Program Team, the Community Life Team, and other Village teams at the discretion of the Program Lead/Program Manager.
- Create and update the summer youth program turnover file.

## KNOWLEDGE AND SKILLS REQUIREMENTS

*Specific knowledge and skills include but are not limited to the following:*

- First Aid/CPR certification and Youth Mental Health First Aid certification (or a willingness to obtain before the start of the position's term).
- Excellent planning and organizational skills - ability to prioritize and balance a varied workload.
- Excellent written and oral communication skills.
- Creativity, organizational skills, interpersonal and emotional intelligence, and attention to detail.
- Supervisory experience preferred.
- Demonstrated ability to interact and collaborate with a diverse array of volunteers, guests, employees, and teaching faculty and to work independently.
- A background, experience or strong interest in education, teaching, curriculum creation development, and program development.
- An understanding of childhood development and how it relates to education.
- An interest in interdisciplinary and experiential approaches to education that include the environment, art, recreation, spirituality, and social justice.
- Ability to create strong relationships with youth in a short period of time.
- Strong positive disciplinary skills with youth, including youth with developmental and behavioral issues.
- Ability to coordinate diverse constituencies in service to a programmatic goal.
- Ability to work both independently and in a collaborative setting.
- Excellent planning and organizational skills.
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities.
- Ability to see the "big picture" and be proactive
- Ability to actively shift priorities in a dynamic work environment in ways that maximize benefit to Holden Village and the Program Team.
- Experience with Microsoft Office Suite (especially Word, Publisher, and Excel) and Google's Productivity programs like Docs and Sheets.

## COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working at Holden Village)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).

- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).

## COMPENSATION & BENEFITS

*As a Summer Seasonal Head, you are eligible for the following benefits:*

- \$350/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!