



Youth Program Head (for ages 4-11)

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.

Work Team:	Programming
Reports To:	Youth Program Coordinator, Program Manager
Position Classification:	Summer Seasonal Head volunteer
Length of Service:	3-4 month commitment May – September preferred

POSTION SUMMARY

The Youth Program Head is/are responsible for operational planning, implementation, and coordination of the Village's Summer Youth Program for ages 4-11, to meet the educational and curricular goals of Holden Village.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Work with the Youth Program Coordinator to develop and facilitate children's programming that has clearly defined learning objectives and provides age-appropriate opportunities for fun.
- Work with other programming heads to plan programs and activities around the summer theme; include opportunities for devotions, relationship building, learning about community and the wilderness, while always focusing on having fun.
- Train and guide Youth Program Assistants to implement the summer program, be aware of the needs of individual children and their parents and maintain appropriate boundaries. Supervise Assistants in their day-to-day interaction with children and parents.
- Keep educational areas clean and sanitary.
- Ensure all staff are trained to deliver the youth program and supervised throughout each day as they work with the Village children.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

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

- First Aid/CPR certification (or willingness to obtain before the start of position's term).
- Youth Mental Health First Aid certification (or willingness to obtain before the start of position's term)
- Imagination, patience, responsibility, concern for safety, a love for children, an understanding of youth education, and the ability to think on one's feet,
- Excellent communication, organizational and planning skills.
- The ability to lift 50 pounds.
- Experience working with pre-school and elementary age children.
- Passion for teaching and having fun with children.
- Ability to work with people of varying ages and abilities.
- Supervisory skills.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- 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!