



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.

Work Team:	Program
Reports To:	Program Lead, Program Manager
Position Classification:	Summer Seasonal Volunteer
Length of Service:	3-4 month commitment, May-September preferred

POSTION SUMMARY

The Youth Program Coordinator is responsible for the direction and oversight of Holden Village's Summer Youth Program for youth and kids ages 4-17 years. The focus of the coordinator is development a youth program philosophy and curriculum that embodies the mission, vision, and values of Holden Village as well as the summer theme. The coordinator is responsible for supervising and supporting the Narnia Head (ages 4-11) and Middle School/High School Head (ages 12-17).

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:

- Develops a guiding philosophy for the Summer youth program that embodies the mission, vision, and values of Holden Village as well as the summer theme.
- Collaborates with the Narnia Head to develop a curriculum for guests 4-11 years old that has clearly defined learning objectives and provides age-appropriate opportunities for fun.
- Collaborates with the Middle School/High School head to develop a curriculum for Middle School and High School aged guests focusing on leadership development, vocational exploration, and social skills.

- Facilitates and encourages collaboration between youth programs and Art Studio Technicians, Ceramic Studio Technician, Naturalist, Pool Hall Head, Pastor, and Education Lead to develop child- friendly programs across the Village.
- Ensures youth program compliance with safety standards and existing policies; recommends policy creation or alterations to the Program Lead as necessary.
- Supervises and supports Narnia and Middle School/High School heads in implementing the summer program, managing resources, and overseeing assistants. Holds regular 1:1 meetings with the Narnia and Middle School/High School heads
- Manages youth program staff assignments and shifts resources as needed
- Communicates with registrar about the number and ages of youth in Summer cohorts.
- Manages youth enrollment in each cohort and collaborates with youth program heads to ensure programs are appropriately resourced.
- Supports youth program heads in responding to behavioral issues. Reports escalating or severe behavioral issues to parents and superiors.
- Responds to emails and attends weekly 1:1 with Program Lead.
- Attends weekly Program team meetings.
- Assists in other aspects of the Program team's work and other departments at the discretion of the Program Lead.
- Other duties as assigned.

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:

- Previous experience working with children and teens; background or formal education relating to Education or Child Development highly preferred.
- Experience and/or formal education in developing and implementing curriculums for children and teens.
- Experience with volunteer or staff management.
- Demonstrated organizational and planning skills.
- First Aid/CPR certification (or willingness to obtain before the start of position's term).
- Child Safety Training (or willingness to obtain before the start of position's term).
- Water Safety Instructor certification (or willingness to obtain before the start of position's term).
- Youth Mental Health First Aid certification (preferred).
- Strong written and oral communication; strong interpersonal skills.
- Strong awareness of safety and liability; ability to respond to emergencies.
- Ability to form, communicate, and enforce relevant policies.
- Strong positive disciplinary skills; ability to address complex behavioral problems and productively discuss issues surrounding race, national origin, gender, sexual orientation, and ability.
- Ability to work independently and in a collaborative setting
- Sound judgement, creativity, problem solving, flexibility, and decision-making abilities.

- Ability to see the “big picture” and be proactive.

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

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Commits 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.
- Extends genuine hospitality to all Villagers and guests; Helps new staff and volunteers integrate into the community.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan. .
- Undertakes Work of the Village including dish team, garbology, and wood chaining.
- Abides by Holden Village’s Community Health Protocols and Practices.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

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!