



Middle School/High School Head

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:	Youth Program Coordinator, Program Lead
Position Classification:	Summer Seasonal Volunteer
Length of Service:	3-4 month commitment, May-September preferred

POSITION SUMMARY

The Middle School/High School Head is responsible for planning and implementing summer programs for guests aged 12 to 17 years old. The head is tasked with developing a curriculum to develop leadership and social skills while encouraging fun and hilarity. The head should be flexible, creative, responsible, patient, and collaborative.

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:

- Assists the Youth Program Coordinator in developing a curriculum for Middle School and High School aged students focusing on leadership development, vocational exploration, and social skills.
- Trains and guide Youth Program Assistants to implement the summer program. Supervises Assistants in their day-to-day interaction with children and parents.
- Creates and publicizes weekly schedule of teen-specific activities; works with other program areas to foster all-age spaces to facilitate teenage participation in the broader community.
- Collaborates with Art Studio Technicians, Ceramic Studio Technician, Naturalist, Pool Hall Head, Pastor, and Education Lead to develop teen-friendly programs across the Village. Leverages talents and interests of Villagers to enrich teen programming.

- Stewards Program spaces used by Middle School & High School programs, including the Pool Hall, Snack Bar, and The Lift.
- Fosters a safe and welcoming environment for all teens to explore and express themselves by establishing community guidelines among cohorts.
- Facilitates weekly Middle School & High School orientation and social.
- Works flexible hours to cover evening and night-time activities.
- Responds appropriately and constructively to behavioral issues. Reports escalating or severe behavioral issues to parents and superiors.
- Updates Middle School/High School HoldenStack and Z:Drive files.
- Responds to emails and attends weekly 1:1 with Youth Program Coordinator.
- 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 teenagers; background or formal education relating to Education or Child Development preferred.
- Demonstrated ability to develop and lead lesson plans and activities for teens.
- Demonstrated ability to build relationships with youth in a short period of time.
- 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).
- Patience and ability to address behavioral problems. Ability to productively discuss issues surrounding race, national origin, gender, sexual orientation, and ability.
- Ability to work independently and in a collaborative setting.
- Strong professional communication skills.
- 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!