

One Heartland Job Description 2022 Leadership Program Specialist

Job Summary

Under the supervision of the Program Supervisor and/or Unit Head, the Leadership Program Specialist (LPS) is responsible for the mentorship of 16–17-year-old campers in the Leader-In-Training (LIT) and Junior Counselor (JC) programs who are interested in developing their leadership and career skills. They will design, facilitate, and evaluate intentional leadership development activities and training. They will also collaborate with other camp staff to create meaningful job-shadow opportunities for LITs/JCs to share their knowledge and practice their skills as they grow into leaders.

This is a full-time, live-on-site, summer seasonal position paying \$500 per week, with room and board provided.

Principal Responsibilities & Essential Functions

- Attend training sessions during staff orientation geared towards the development of safe, fun, inclusive, and equitable camper outcomes and experiences
- Design, implement, and evaluate high quality leadership programs for LIT/JC campers that are safe, fun, appropriately challenging, meet program quality standards, and lead to desired learning outcomes
- Mentor, observe and provide positive and constructive feedback to LITs/JCs to foster growth
- Collaborate with staff across all areas of camp to create meaningful, growth & learning focused, job shadowing opportunities for LITs/JCs and provide intentional evaluation and reflection opportunities
- During session(s) when LITs or JCs aren't present, responsible for leading activities in one or more areas including, but not limited to: High/Low Ropes Course & Climbing Wall, Archery/Slingshot, visual or performing arts, general outdoor skills/nature, sports, bicycling, or special camp events special events (such as all-camp games, campfires, or LGBTQ+ specific programming), as well as assisting in the management and care of program areas by (but not limited to) maintaining equipment and inventory & helping with safe set-up and break-down
- Ensure appropriate, accurate, and timely documentation and communication of participant related concerns, including referrals to healthcare or supervisory staff
- Act in cases of urgency or emergency in alignment with camp policies and procedures
- Work as part of a team, supporting other team members and projects as needed
- Assist and participate in staff meetings, communicate with directors and peers about the wellness and development of campers, and support the logistics of camp life, such as assisting with camper arrival and departure or camp clean-up at the end of a session
- Ensure the following of all One Heartland staff and facility policies and procedures as well as all health and industry regulations such as state of Minnesota and ACA (American Camp Association) standards
- Work together with other staff to ensure assigned program areas and equipment are safe for use
- Act in a professional and friendly manner to ensure positive relations with participants, families, community, volunteers, visitors, and staff

Qualifications

- Experience with young people aged 16-17 in a non-peer capacity
- Prior teaching, activity leading, and/or facilitation experience with young people
- Passion for and experience with leadership and/or job skill development
- Ability to adapt programs to meet diverse learning styles/needs
- Passion for incorporating choice into youth-led programs and creating learning experiences in partnership with young people
- Current First Aid/CPR/AED certification (course available during staff orientation)
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Highly organized, logistically minded, creative, participant-focused, and safety conscious
- Strong interpersonal communication/relational skills, particularly as related to the ability to effectively teach, direct, supervise, coach, and support Leaders in Training, Junior Counselors, and diverse camper groups
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS) and most importantly a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Commitment to active inclusion and making sure everyone feels welcome and celebrated
- Commitment to stewardship and conservation by using resources effectively and efficiently

Preferred Qualifications

- Experience working in a youth sleepaway summer camp setting
- Prior experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS)
- Experience with one or more of the following camp program areas:
archery/slingshot, performing arts, bicycling, outdoor skills, nature, or sports/ large-group games, high/low ropes courses, climbing wall, visual arts, swimming, canoeing, or fishing

Physical Requirements

- Must be able to tolerate prolonged work hours
- Must be able to move about camp indoors and out and work in outdoor weather conditions
- Must be able to tolerate exposure to crowds and high noise levels
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength, endurance, and composure required to maintain constant supervision and support to campers
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. One Heartland encourages you to break that statistic and apply. No one ever meets 100% of the qualifications. We look forward to your application.