

One Heartland Job Description 2022 Program Specialist

Job Summary

Under the supervision of the Program Supervisor, Program Specialists are responsible for delivering safe, intentional, and effective programs to campers. They lead specialty programs in two or more assigned areas including, but not limited to: archery/slingshot, performing arts, outdoor skills, nature, bicycling, sports, and/or special events (such as all-camp games, campfires, or LGBTQ+ specific programming). They also live in a cabin with a group of approximately 8 youth participants and 2 staff and provide support to the counselors responsible for the cabin group's experience and well-being.

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
- Develop and deliver engaging programming in the assigned specialty area(s) for all ages and abilities of participants
- Responsible for the set-up, break-down, and overall safe and intentional operation of assigned specialty program areas
- Assist in the management and care of assigned specialty program areas by (but not limited to) maintaining equipment and inventory, ensuring the safety and cleanliness of the space, and conducting a final inventory at the end of the camp season
- Support counselors in their assigned cabin with participant supervision and cabin group activities when not occupied with program area responsibilities
- Support counselors in their assigned cabin with the daily cabin schedule, helping campers arrive to activities and programs in timely manner, and meeting the participant's medication sleep, nutrition, & hygiene needs, when not occupied with program area responsibilities
- Plan and facilitate one or more unique one-hour programs to offer as an elective to all participants, outside of traditional camp program areas
- 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 general logistics, 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 youth ages 7-17
- Ability to adapt programs to meet diverse learning styles/needs
- Experience in one or more of the following camp program areas: archery/slingshot, performing arts, bicycling, outdoor skills, nature, or sports/ large-group games
- Experience in a second of the above areas **or** in one or more of the following camp program areas: high/low ropes courses, climbing wall, visual arts, swimming, canoeing, or fishing
- Current First Aid/CPR/AED certification (course available during staff orientation)
- Ability to maintain confidentiality regarding organizational, staff, and camper information
- Organized, logistically minded, creative, participant-focused, and safety conscious
- Ability to effectively teach, direct, supervise, coach, and support 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
- Additional certification such as Lifeguarding, Archery Instructor, or Challenge Course Facilitator/Belay is required to lead some activity areas – all certification courses are available during staff orientation

Preferred Qualifications

- Prior experience planning and facilitating relevant activities with youth
- Prior experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS)
- Current Archery and Challenge Course/Belay certification OR Lifeguard certification (courses available during staff orientation)

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 both physical and mental 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.