

# One Heartland Job Description

## Leadership Program Specialist

### Job Summary

Under the supervision of the Program Supervisor, the Leadership Program Specialist (LPS) is responsible for the mentorship of 16–17-year-old participants in the Leader-In-Training (LIT) and Junior Counselor (JC) programs who are interested in developing their leadership and career skills. They design, facilitate, and evaluate intentional leadership development activities and training. They 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 addressing the development of safe, fun, diverse, inclusive, and equitable participant outcomes and experiences
- Design, facilitate, and evaluate high quality leadership programs for LIT/JC participants that are safe, engaging, 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 other camp staff 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 courses & climbing wall, archery/slingshot, visual or performing arts, outdoor skills and nature, sports (such as biking), large-group games, swimming, canoeing, fishing, and/or special events (such as all-camp games, campfires, or LGBTQ+ specific programming), as well as assisting in the management and care of assigned specialty program areas by maintaining equipment and inventory and ensuring the safety and cleanliness of the space
- Ensure appropriate, accurate, and timely documentation and communication of participant related concerns, including referral 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, such as assisting with clean up after meals or helping prepare camp for next group of participants
- Attend and participate in staff meetings, communicate clearly and appropriately with supervisors and peers about the wellness and development of participants, and support general logistics, such as assisting with participant arrival and departure
- 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 role
- Passion for and experience with leadership and/or job skill development
- Teaching, activity leading, and/or facilitation experience with young people

- Ability to plan, adapt, and facilitate programs that meet the needs and interests of all participants
- Strong interpersonal communication/relational skills, particularly as related to the ability to effectively teach, direct, supervise, guide, and support youth of various backgrounds, abilities, and experiences
- Organized, creative, participant-focused, and safety conscious
- Ability to maintain confidentiality regarding organizational, staff, and participant information
- Current First Aid/CPR/AED certification, including pediatrics skills (course available during staff orientation)
- Commitment to stewardship and conservation by using resources effectively and efficiently
- Passion for incorporating choice into youth-led programs and creating learning experiences in partnership with young people
- Connection to or knowledgeable about one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused) along with a commitment to respectfully work with, and honor the identities and experiences of, our participants from these communities
- Demonstrated commitment to diversity, equity, inclusion, and anti-racism

### **Preferred Qualifications**

- Experience working in a youth overnight summer camp setting
- Prior work or volunteer experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused)
- Experience or certification in one or more of the following camp program areas: high/low ropes courses & climbing wall, archery/slingshot, visual or performing arts, outdoor skills and nature, sports (such as biking), large-group games, swimming, canoeing, fishing, and HIV/AIDS and/or LGBTQ+ specific programming

### **Physical Requirements**

- Must be able to thrive in an environment with regular exposure to crowds and high noise levels
- Must be able to withstand prolonged work hours
- Must be able to move about camp indoors and out & work in outdoor weather conditions
- Must be able to assist participants 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 participants
- Ability and willingness to live in camp setting with daily exposure to the sun, heat, and animals such as bugs, snakes, and spiders

Working as a member of the One Heartland team is a unique, exciting, and demanding opportunity. Fostering our community requires hard work, long hours, and significant commitment. Staff must maintain high levels of energy, patience, professionalism, and compassion. This intense work requires stamina and dedication. The result is an incredibly rewarding job transforming the lives of young people, families, and often one another, too.

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.