

# One Heartland Job Description

## Program Specialist

### Job Summary

Under the supervision of the Program Supervisor, Program Specialists are responsible for delivering safe, engaging, and effective programs to participants. They lead specialty programs in two or more assigned 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, teen leadership development, and/or special events (such as all-camp games, campfires, or LGBTQ+ specific programming). They live in a cabin with a group of approximately 8 youth participants and 2 staff and provide support to the Counselors in their responsibility for the overall safety and well-being of the participants. 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
- 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 season
- Support Counselors with participant supervision and engagement when not occupied with program area responsibilities
- Plan and facilitate occasional one-hour programs based on their unique skills and interests to offer as electives to participants
- 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 & 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 in a non-peer role
- 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, teen leadership development, and HIV/AIDS and/or LGBTQ+ specific programming

- Experience in a second of the above areas **OR** in one or more of the following camp program areas: swimming, canoeing, or fishing
- 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
- Organized, creative, participant focused, and safety conscious
- Current First Aid/CPR/AED certification, including pediatric skills (course available during staff orientation)
- Ability to effectively teach, direct, supervise, guide, and support groups of youth of various ages, backgrounds, abilities, and experiences
- Ability to plan, adapt, and facilitate programs that meet the needs and interests of all participants
- Ability to maintain confidentiality regarding organizational, staff, and participant information
- Commitment to stewardship and conservation by using resources effectively and efficiently
- 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**

- Prior experience planning and facilitating relevant activities with youth
- Prior work or volunteer experience with one or more of the communities we work with (LGBTQ+, HIV/AIDS, currently or formerly unhoused)

### **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 and 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.