

Job Description Young Leader Coordinator

Employment Status:

- Seasonal Position

Qualifications:

- Must be at least 19 years old.
- Have at least one-year experience working with teenagers and possess the maturity and skills needed to perform the job successfully.
- Have a sincere desire to work with and be of service to children.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Possess enthusiasm, a sense of humor, and patience.
- Have experience supervising and being a positive leader to others- preferably teenagers.

Responsible to:

- Camp Director and Kitchen Manager

Young Leader Coordinator Responsibilities:

- Primarily work with the younger (14-15) young leaders by managing the work in the foodservice program.
- Instruct the YLs on how to perform kitchen duties, how to plan and implement a workshop, and lead training sessions to help them learn necessary skills to become counselors.
- Ensure implementation of daily schedule and responsibilities of all YLs.
- Communicate with YLs parents to confirm schedules and discuss any behavioral issues or special circumstances.
- Supervise the YLs, making sure that they are where they need to be at all times including bed time.
- Assist the Director in completion of all employment forms needed for the YLs. Make sure SFSP forms are given to the Camp Director before each session.
- Help YLs adjust to and grow within the Camp Blodgett setting, recognizing the difference between their former role as a camper and their current role as a YL.

- Develop, plan and implement high quality activities for the YL program to best provide services to the teens.
- Conduct an orientation that will include their schedule, kitchen duties, camp policies/rules, and some type of leadership training.
- Enforce YL rules throughout sessions. In partnership with Camp Director or Assistant Camp Director when needed, take disciplinary action including sending a YL home if necessary.
- Work with the budget dollars allowed for the YL program to best provide YL appreciation outings.
- Promote and support positive and meaningful interactions between campers and YLs and the staff and the YLs.
- Know each of the YLs whereabouts at all times. Take full responsibility for YLs at all times.
- With the Camp Director, continue to develop the YL program as a training program designed to create future counselors.

Camp Responsibilities:

- Take every effort to build and nurture a sense of community and understanding among all staff members.
- Assist with all-camp events and other camp-wide activities as assigned.
- Fulfill the responsibilities of Counselor of the Day as they are assigned.
- Cooperate and communicate with the Directors in the coordinating and organizing of the total camp program.
- Report to the Camp Director any concerns about a camper's health, or YLs health, safety or well-being.
- Attend and actively participate in all planned activities, including staff training and staff meetings, and follow the daily schedule.
- Act as support when assigned to cabins.
- Recognize and respond to opportunities for problem solving within your YL group.
- Be present at all camp activities and assist other staff as needed.
- Assist in total camp cleanup at the end of each session as per the Camp Director's direction and at the end of the season as per the Director of Operations/ Executive Director's direction.
- Fulfill all other duties as assigned by the Camp Director.