Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Youth Program Director
Reports to: Camp Director

Summary:

The Youth Program (YP) Director and their assistants will provide programming for the youth which includes hiking, boating, games, crafts and almost anything one can dream up. The YP Director will become a role model to youth in camp should they show even an inkling of enjoyment in this work, so they must be prepared to be invited to every card game and bonfire outside of their work hours. Please have polite excuses and card decks prepared.

Purpose:

The YP Director provides fun, safe, and educational experiences and programming for youth ages 12-17 during program weeks, for two hours of each full camper day. Along with all staff members, the YP Director contributes to a safe camp environment, creates a positive experience for all campers, and supports healthy relationships among staff. The YP Director will promote connections among youth while modeling and teaching COVID-safe and interactions for all.

Responsibilities and Duties:

The YP Director is primarily responsible for designing and delivering quality experiences and programming for youth ages 12-17. Staff in this role have “Advanced Responsibilities” to provide services and leadership that are critical to the safe function and/or effective business operation of camp. This includes responsibility for all logistical aspects of program delivery, such as keeping the program properly supplied and ensuring the YP programming spaces and equipment are clean and in good repair prior to and after each session. The YP Director is also responsible for communicating with parents and youth so they know what to expect and can prepare appropriately. The YP Director will fill the remainder of their schedule with Generalist shifts.

Primary Duties:

- Planning
    - **Numbers & ages:** The YP Director plans age-appropriate programming for youth each week as needed. Information from CampBrain on ages and numbers of youth should be used to decide on what programming will work best; For some weeks, it may work well to combine children’s and youth programs or to have different age cut-offs, although separate CP and YP programs usually work best for most weeks. Group sizes and activities should be considered for the effective implementation of COVID safety protocols.
    - **Activities:** The YP Director should plan on leading one program on each full day of camp during program weeks. Each YP shift should be staffed by at least two staff members, at least one of whom should be lifeguard certified if there will be water activities. The YP Director plans activities for days they are absent, making

sure the fill-in staff understand the instructions and are provided with the tools and know-how necessary to execute a successful program.
    - Aside from taking care of many of the logistical components of the YP program, the YP Director is charged with facilitating an enjoyable experience for youth. The YP Director should plan to engage in activities alongside participants while also maintaining authority and providing a safe space.
- Communicating and connecting with families
    - **Lead Parent Meeting**: The YP Director hosts an introductory meeting with interested parents/guardians on Sunday each week. General plans for the week and YP COVID precautions will be shared and explained at this meeting. This is also a good opportunity to hear from parents about any key information regarding their youth that would be important for a YP Director to know.
    - **Be aware of medical needs:** The YP Director should make a careful effort to gather from parents any medical information that might affect their youth, including allergies they may have.
    - **Get to know families:** The YP Director is responsible for learning the names and personalities of all youth in their program, as well as getting to know the adult caregivers well enough to establish professional relationships.
    - **Learn about interests:** The YP Director should spend some time early on trying to gauge the interests of the youth to help shape the programming for the week.
    - **Prepare participants:** Each day, the YP Director will post the day's planned activities in a highly visible place along with necessary attire and supplies (e.g. close-toed shoes, water bottle) so that parents and participants may prepare appropriately.
    - **Be engaged:** YP staff are often favorites for many youth. Keeping in the spirit of camp, the YP Director should expect to interact with youth to some degree outside YP hours, although maintaining boundaries is also important.
- Communicating with other Directors
    - **Camp Director:** The YP Directors should work with the Camp Director to determine YP program numbers and ages, and to discuss scheduling considerations and activities as needed. The YP Director should keep the Camp Director informed of any plans that take the youth off camp property.
    - **Waterfront Director:** The YP Directors should work closely with the Waterfront Director to plan for any YP activities that might require the use of camp boats, both motorized and non-motorized. Motorized boat trips should be kept to the minimum to save camp resources.
    - **Food Service Director:** The YP Directors should work with the Food Service Director to plan for any food that may be provided to YP participants.
- Coordinate staff
    - The YP Director is responsible for overseeing the successful incorporation of assigned staff into the YP program by instructing them on their duties and assigning them tasks that will help the program.
- Upkeep programming space(s), equipment, & supplies
    - **Clean**: After each morning's YP activities, the YP Director should spend the time necessary to clean up any spaces in camp that were used by the program.
    - **Maintain first-aid kit**: After every use, the YP Director should replenish the YP

first-aid kit.
    - **Inventory and replenish supplies**: The YP Director is responsible for keeping track of needed supplies for the YP program and, when necessary, giving the Camp Director a list of needed supplies to purchase on the next town run, or making arrangements to purchase the supplies themselves with the Camp Director's approval.

Secondary Duties:

- The YP Director also is responsible for a range of other duties as assigned by the Camp Director, which may include working shifts in the kitchen or dish room, lifeguarding, boat runs, etc.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others, especially peers, is desirable
- Have lived independently for at least 8 months, or can show independent living skills
- Enjoys working with youth
- Commitment to providing a positive and healthy family camping experience
- Flexible in regards to working hours and a shared living space
- Responsible, self-starter/self-motivated, hard-working, team player
- Good verbal and written communications skills – Able to communicate effectively with staff, volunteers and campers of all ages
- Experience driving boats preferred

Physical Requirements

- Must be able to do the following for up to five hours at a time: standing, walking, carrying, balancing, pushing/pulling, reaching, and performing fine motor skills.
- Must be able to do the following for at least one-third of a shift or 1-2 hours: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs) while loading/unloading items, and squatting (to reach for items).
- Requires normal range of hearing and eyesight.
- Must be able to work outside daily and in a variety of weather conditions.

Compensation

- Commensurate with experience
- Includes room and board at camp, one day off weekly, and an additional two personal days off per season.
- Paid sick leave is determined by the Camp Director.
- All staff must provide their own health insurance.