

## **Position Description**

### **Summer Camp Program Leader**

**Posted on 03/06/24**

- Full Time: 35 - 40 hours/week average
- Work Monday through Friday w/ weekends off
- \$17 - \$20 hourly wage, and overnight trip wage to start; opportunities for increases based on performance reviews
- Start Date: Now
- Seasonal through summer
- Benefits include: paid federal holidays

Send resume, cover letter and list of three professional references to Mallory Ijames at mallory.ijames@bearmt.org. We will call you if we would like to set up an interview.

### **Duties and Responsibilities**

#### **Program:**

1. Mentor 4th and 5th grade youth during weekly summer camps to help them reach their goals, focus on their strengths, build outdoor and interpersonal skills, and have fun! Strive to positively connect youth to their culture, their community, their families, peer mentors, and their own self-efficacy.
2. Under the assignment and supervision of the Program and Site Coordinator, plan, recruit for, lead/co-lead, publicize, record, and evaluate experiential mentoring activities through summer day camps. Activities include, but are not limited to: hiking, camping, backpacking, mountain biking, canoeing, rock climbing, white water rafting, search and rescue activities, life skills, teamwork, leadership and communication initiatives and more (guides are used for trips such as white water rafting, rock climbing, and others that require specific expertise our leaders do not have).
3. Occasionally lead/co-lead Ropes Challenge Course activities with the Venture Out Program Leader and other staff, both low and high elements, including belaying and participate in all training. (climbing is not required).
5. Prepare and break down activities, and maintain and organize equipment and supplies .
6. Assist Program and Site Coordinator in recruiting youth/families by building partnerships with other community organizations and schools that may provide referrals/linkages. Recruitment activities include facilitating activities for school and community organizations, distributing program materials, placing public service announcements in local media, pitching stories to news organizations, participating in BEAR outreach and fundraising events, and calling/texting/emailing individual youth and families to recruit them for specific groups/activities, etc.
7. Carefully record youth activities, profile and goal information, inventory usage, and service hours by completing activity summaries, mentee profile documents, and inventory check-out/check-in lists, as needed. Take photos of youth activities to share with youth and upload to a shared file system for organizational use.

9. Work closely with the Program and Site Coordinator and programming team to plan, evaluate, revise, and implement new strategies for meeting youth mentoring program guidelines and goals.

11. When applicable, manage volunteers (i.e. assist in prioritizing tasks, provide orientation and training, facilitate them in completing tasks and provide support depending on needs of volunteers).

**Financial:**

1. At a small non-profit organization, every employee contributes to, and spends time to varying degrees, on fundraising goals. Contribute to overall fundraising success by providing excellent service to participants, working effectively with community partners, contributing to fundraising events, and alerting the Executive Director to funding opportunities, if applicable.

2. Follow all agency financial procedures including completing accurate time sheets, time allocation logs, and reimbursement forms. Work with the Program and Site Coordinator to stay within program budgets and cash flows, track receipts and funds spent, as well as complete purchase orders before spending any of the organization's funds. Program Leaders must get direct permission from the Program and Site Coordinator before spending any money.

3. Strive to provide activities as cost effectively as possible. Advertise and collect fees for youth activities and offer scholarships according to the organization's policies.

**Community:**

1. Increase BEAR's positive representation in the community, schools, media, and educational events/organizations whenever possible.

2. Collaborate with other BEAR staff and programs as well as other community organizations on projects and programs to encourage networking, work sharing, and positive community relations .

**Organizational:**

1. Contribute to team and overall success of organization by having a strengths-based attitude with all staff and volunteers, prioritize what issues to spend time and energy on concerning team dynamics, and take responsibility for seeking team-oriented solutions to issues at every level of the organization.

2. Work to lessen the organization's negative effects and increase its positive effects on the environment (i.e. buy locally, reuse material and supplies, recycle, reduce use of non-renewable resources, etc.) .

3. Communicate with the Program and Site Coordinator when any safety, legal, ethical, or moral concern arises and before representing BEAR in the media.

4. Follow all BEAR policies and procedures: personnel, activity, and financial. Maintain strict client confidentiality in accordance with BEAR policies.

**Qualifications:**

1. Proven success working with youth and their families required

2. Experience in a mentoring program preferred

3. CPR (can be completed upon hire) and excellent safety assessment skills required

4. Outdoor experience required

5. Excellent ability to build rapport with youth quickly

6. Ability to set appropriate boundaries and discipline while maintaining positive relationship
7. Excellent communication skills with diverse groups: participants, parents, staff, community partners
8. Ability to openly give and receive feedback
9. Proficiency working on a team as well as independently
10. Ability to be flexible and creative
11. Strong organizational skills
12. Ability to calmly handle stressful situations

\*Other duties may be assigned related to the functioning of the BEAR office and its programs.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, if available, to enable individuals with disabilities to perform the essential functions.

The employee is required to lead and participate in the following activities: low ropes challenge course use, hiking for up to eight miles/day, and swimming in non fast-moving water. The employee may also be required to participate in rock climbing, rafting, kayaking, and horseback riding activities. The employee is occasionally required to sit for extended periods and balance, stand, walk, stoop, kneel, crawl, and crouch. All employees are responsible for the care of office and ropes course grounds and may be required to mow lawns, weed whack, shovel snow and rake leaves. The employee may be required to lift and/or move up to 50 pounds. Duties typically require close vision, distance vision, and adjusting focus as well as continuous talking, hearing and seeing including the ability to hear and talk by phone.

In addition, duties typically require manual dexterity for the operation of office equipment including computer, copier, and phone.

### **Equal Opportunity Statement:**

B.E.A.R., Inc. is an equal opportunity employer. B.E.A.R., Inc. does not discriminate against or act in favor of any employee, applicant, or program participant because of race, ethnicity, national origin, sex, religion, creed, marital or veteran's status, age, health, the presence of a disability, sexual orientation or any other basis prohibited by local, state, or federal laws.

BEAR, Inc. recognizes the value of a culturally diverse work force and program participant group and is committed to equal employment opportunity to all qualified applicants and employees, as well as non-discrimination of all program participants and other community partners. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Engaging in any act that discriminates against or constitutes harassment against an employee will not be tolerated.