youthfront

Position Title: Associate Director, Youthfront Camp West
Reports to: Senior Director of Camps
Full Time Salaried, Exempt Staff

KEY RESPONSIBILITIES

Summer Programs:

- Provide leadership and support the Camp West program with emphasis on the middle school and middle/high school combined sessions of overnight camp.
- Provide leadership for training weeks programming in collaboration with Camp program team.
- Directly supervise a select group of Summer Staff, including but not limited to the following positions: Wellness Supervisors, Snack Shop Hosts, Head Lifeguard & Lifeguards, and Overnight Security.
- Oversee check-in/out process for all camp programs, including Day Camp transportation
- Submit payroll for Summer Staff, approving time off requests for Summer Staff, and ensuring adequate staffing for summer programs.
- Interact with parents during check-in & check-out, for camper issues, including health and behavior, and with customer service needs.
- Collaborate with Camp program team to provide leadership for Summer Staff spiritual formation and community building events.
- Contribute to end-of-season debriefs with Summer Staff, Co-op team, and group leaders.

Off-season preparation:

- Collaborate with the Senior Director of Camps to conduct annual strategic planning for the Camp West program, including setting goals, primary initiatives, and deadlines.
- Collaborate with the Senior Director of Camps and the West program team to purchase needed supplies while adhering to the annual responsibility budget for Camp West.
- Develop the content, activities, and experiences for middle school and combined sessions of camp; collaborate with elementary age programming.
- Develop program & activities schedules of all camp sessions.
- Recruit, interview, and hire the appropriate number of Summer Staff required for the Youthfront Camp West summer program.
- Manage the West program team's pre-camp communication and Summer Staff training schedule.
- Contribute to the Youthfront Camps' CO-OP team, a conjunction of program and operations leadership, to coordinate the impact of programming on operations and vice versa.

- Work in cooperation with other Youthfront Ministry Directors and Coordinators to create effective spiritual formation experiences for campers, Teen Staff and Summer Staff.
- Collaborate with the Youthfront Marketing Department to market and recruit groups to all programs at Youthfront Camp West.
- Direct engagement with alumni and young adults connected to Youthfront through regular newsletters, gatherings, and alumni reunions.
- Long-range planning for updating camp features and activities.

GENERAL RESPONSIBILITIES

- Assist with organization wide fundraising initiatives
- Attend and help at ministry sponsored events
- Represent the organization, its interest, and programs
- Maintain a positive working relationship with clients, vendors, and partners
- Follow all procedures and policies as outlined in the staff handbook

QUALIFICATIONS

- Bachelor's Degree or equivalent work experience
- Two years of related experience
- Leadership, management, and administration skills requried; theological background is preferred
- Have a definite sense of calling to youth ministry
- Ability to communicate effectively, both orally and in writing, including ability for public speaking
- Ability to create and lead a healthy staff community culture, including developing others and navigating interpersonal conflict with a high degree of emotional intelligence
- Proficiency of Google Workspace apps (and/or MS Office software equivalents) and aptitude for using camp administration, project management, CRMs, and other computer or web-based applications

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.