



FOUNDATION FOR YOUTH OF BARTHOLOMEW COUNTY, INC.

Job Description

Columbus Youth Camp Program Director

“...to inspire & enable our youth, our community.”

Minimum Qualifications:

- Bachelor's degree from an accredited university with a major in Social Sciences, Education, Recreation, or related field preferred.
- Minimum 2 years experience with youth and/or outdoor and recreation programming, including management of staff..
- Ability to plan & implement a wide variety of activities appropriate to population being served.
- Ability to relate to & supervise people of any age.
- Ability to relate well with community members from a wide variety of socio-economic & ethnic backgrounds.
- Ability to collaborate with other community agencies & professionals in education & youth development
- Ability to maintain risk management policies in all programs.
- Excellent organization & communication skills.
- Certifications in First Aid, CPR, Lifeguard and Challenge/Teams Course (or ability to acquire).

Responsible to: CYC Director

General Responsibility: Design and coordinate CYC programs. Hire, train and supervise relevant staff.

Specific Responsibilities:

- Work with Director to:
 - Set and regularly assess vision, goals and objectives by program
 - Implement relevant BGC and ACA programming standards
 - Maintain Challenge Course programs, equipment, staff training and structures to industry standards
 - Maintain waterfront programs, equipment, staff training and facilities to industry standards
 - Collect and submit demographics, survey data and user feedback
 - Create and distribute marketing materials
- Summer Camps and After-School Programs
 - Coordinate staff, activity schedules, participant rosters, transportation and snack/ lunch
 - Work with BGC annually on program structure and all staff training for SOE day camp
 - Organize community partners to help design and deliver Specialty Camps
 - Work with Customer Service to set registration codes and gather roster and participant information

- Outside Programs
 - Coordinate staff, set schedules and deliver programs
 - Work with schools to schedule and deliver asset based programs for Peer Mentoring
 - Maintain regular communication with school counselors/ teachers and group representatives.
- Serve on relevant committees
- Respond to any & all emergencies to the limits of their training
- Other duties as assigned

Essential Functions:

Ability to lead programs with participants of all ages and handle the environmental conditions of camp including challenge course facilitation and hiking trails that are steep and uneven.

Hours and Compensation:

- Hours: 40 hours/ some evening and weekend hours/ Flexible work schedule
- Salary: \$35,000.00 Exempt
- Benefits: Comprehensive Medical Insurance Plan, Life Insurance, 401K after one year

Please send resume & cover letter to:

Brian Cain, CYC Director
Columbus Youth Camp
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Columbus, IN 47201
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(812) 348-4558 ext. 402