

# The Mountain Retreat and Learning Center

## Youth Program Manager

### Job Description

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#### SUMMARY OF KEY DUTIES

The Youth Program Manager is a member of the Program Department and will be focused on Youth Programs throughout the year. A key part of this job is as Camp Director for residential summer MountainCamp which is very important to the history of The Mountain. Youth Con's in the spring and fall provide year-round youth programming to provide enriching program filled with recreation, adventure, education and creativity. We strive to create a safe environment where youth are treated with respect, kindness, consideration and are celebrated for their individual talents. This is a full-time, year-round position and will assist the Program Director in Adult programming as needed and helping to design new and exciting programs that support our mission. This position is a member of MRLC team and will live on-site and participate in all activities and events on The Mountain as needed.

#### SPECIFIC JOB RESPONSIBILITIES:

- **MountainCamp Director**
  - Responsible for the day to day operation, supervision and safety of youth and staff during the summer MountainCamp season
  - Assist with the planning and development of the summer programs
  - Set up the summer camp registration process for all camp sessions
  - Responsible for the review and selection of Ascenders and CITs.
  - Involved in the promotion and marketing of MountainCamp including website updates, utilizing social media as well as through traditional congregational outlets
  - Write position descriptions, post job openings, set up on-line application system for MountainCamp staff selection process.
  - Responsible for the recruitment, interviewing and hiring for MountainCamp
  - Responsible for the coordination of reservations with all outside service providers for the summer season, including vehicle rentals, program resources, etc.
  - Train, supervise and mentor staff for MountainCamp
  - Manage budget
  
- **Youth Conferences (CONs)**
  - Responsible for the day to day operation, supervision and safety of youth and staff during the youth CON's weekends
  - Set up youth and advisor registration.
  - Coordinate PAL/PAL Mentor recruitment, selection, training, supervision and scheduling.
  - Design overall theme; develop program workshops, field time events and evening activities.
  - Promote the CONS through the UU network of congregations via their DRE's
  - Produce the schedule and advisor manual.
  - Coordinate Housing /Logistics with Guest Services.
  - Coordinate communication with DRE's and parents.

## **Supervisory Responsibilities**

- Recruits, interviews, hires, and trains new staff with Executive Director approval
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Organizes and oversees the staff schedules.
- Ensure that all staff adheres to health and safety regulations

## **REQUIREMENTS, SKILLS & ABILITIES**

- Well organized, manages time well detail-oriented person
- High energy level – upbeat, creative and resourceful with the ability to effectively work with youth and young adults in a spiritual and community-building environment
- Experience in Outdoor Education and Experiential education with youth and adults
- Experience in supervision of young adults
- Background in camp administration and demonstrated success as a Camp Director
- Ability to foster a cooperative team- oriented work environment. mentoring skills, including the ability to coach and redirect employees as appropriate.
- Proficiency with computer and Microsoft Office software. Campwise reservations a plus
- Maintain enthusiasm, sense of humor, patience and self-control even under pressure.
- Excellent communication skills with people of all ages, including listening, speaking and writing – ability to talk with parents, vendors, trustees, donors, guests and volunteers as well as other staff in a polite, appropriate manner. Able to give and accept constructive feedback modestly and non-defensively.
- Ability to work on multiple projects with tight deadlines, attention to detail, and accuracy.
- Understanding of Unitarian Universalist values; knowledge of how the UUA and regions work in support of local congregations is very valuable.
- Ability to work flexible, at times intensive hours, including evenings, weekends and holidays as needed. Balancing the demands of the job with personal health and wellness is essential.

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**Supervised By:** Executive Director

**Supervises:** All MountainCamp staff, PALS, Mentors, Advisors

**Collaborates with:** Guest Services, Kitchen, Farm, Maintenance, Marketing & Development

Job Performance and Accountability: New hires must read the Employee Handbook, and sign off on an understanding and acceptance of all policies and procedures. Upon commencement of employment, a new hire will work under a 90-day adjustment period. The suitability of the employee to the job and his/her fit with the community standards will be carefully assessed. This is a critical period for the employee to determine their own comfort level with the job and The Mountain. After this period, upon mutual agreement, the employee will convert to regular status and become eligible for all applicable benefits. A formal, annual performance review will be conducted by your supervisor.

### **AAP/EEO Statement**

The Mountain Retreat and Learning Center is an Equal Opportunity Employer and is committed to the full inclusion of all.