



## Job Description Summer Youth Program Project Coordinator

This position is a *temporary seasonal position* that will be active during the months of May 2023 to August 2023 working 40 hours a week. The Summer Youth Programs are nature-based and focus on building community, effective conflict resolution, and self-regulation skills, play, creativity, building resilience, and connecting to nature. Experience working with youth age ranges from 3-12 are encouraged to apply.

### **Essential Duties and Responsibilities**

- Supports in designing programs utilizing prescriptive programming concepts. Adapts group and individual goals and activities to meet the needs of the clients and group.
- Conducts program briefing and debriefing sessions with program staff. Responsible for completion of all program paperwork in a timely manner, activity reports, pre and post surveys, program evaluation, and incident reports. Creates and maintains program/client files. Is compliant with HIPAA standards of documentation.
- Consults with the program manager, when appropriate and possible, regarding any significant, and/or expected alterations or occurrences, i.e. cancellation, program problems, and incidents. Follows up with the program manager post-program and relays pertinent information regarding programs.
- Works with the program manager and Summer Youth Program lead staff to implement Summer Camp for 10 youth.
- Ensures that all TMC policies and procedures are adhered to at all times.

### **Minimum Qualifications**

- High school degree, equivalent or higher
- Experience working in group settings
- Experience working with youth
- Excellent time management skills as well as meeting deadlines
- Excellent communication written, oral, electronically
- Ability to pass a criminal background check
- Clear driving record and valid driver's license with no restrictions

**Work Environment:** Normal office environment, frequently working outdoors, climbing, hiking and being in varied weather.

*Our work centers around people of color, individuals in recovery, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.*

If interested, please email a cover letter, resume, and application to [jobs@themountaincenter.org](mailto:jobs@themountaincenter.org)

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