



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

POSITION DETAILS

Position Title:	Leaders-In-Training (LIT) Program Coordinator
Reports to:	Camp Director
Functional Area:	Program Team
Employment Status:	Seasonal, Non-exempt

POSITION PURPOSE

The LIT Coordinator plans, runs, and oversees a residential leadership program for 16 and 17 year olds who are interested in developing leadership skills both at camp and in the community at large. The LIT Coordinator develops a curriculum and program that meets the goals and outcomes of camp, and ensures that specific topics are covered that inspire both personal and professional growth in all participants.

KEY RESPONSIBILITIES

- Plan and oversee the facilitation of interactive learning sessions that include but are not limited to the following topics:
 - Camp philosophy and mission, Ages and stages of child development, Professionalism: working with campers, parents, staff, volunteers and supervisors, Communication and active listening, Conflict Resolution: punishment vs. discipline, positive reinforcement, Program planning and facilitation, Diabetes Management and education, Teamwork
- Establish, foster and maintain a team oriented environment among all LIT participants and staff.
 - Provide praise and corrective feedback for LIT participants on a regular and consistent basis. This includes a formal written evaluation of every LIT each session which will be discussed with the LIT.
 - Provide praise and corrective feedback for LIT counselors.
 - Collaborate and routinely meet with LIT counselors and Resident Camp Director to discuss the LIT program and participants.
 - Draw upon and include the experience/expertise of other staff in the camp community in the LIT curriculum and training in order to provide a well-rounded and team centered environment.
- Prepare pre-camp informational and planning materials with the assistance of the Camp Director including but not limited to:
 - LIT I and II applications and handbooks, Interview Scripts, Program Schedule
 - Review the applications of all LIT applicants and conduct professional interviews with each eligible applicant prior to the start of the program.
- Serve as a role model to LIT participants, campers, staff, volunteers and healthcare professionals in attitude and behavior.
 - Follow and uphold all safety and security rules, policies and procedures.
 - Set a positive example for the camp community in general in regard to camp procedures and practices including: personal hygiene, sanitation, schedule, sportsmanship, health and safety.
 - Follow and uphold diabetes protocol as stated by the Medical Director.
- Participate enthusiastically in all camp activities, planning and facilitation of those assigned to the LIT coordinator/program.

EQUIPMENT USED

- Camp Counselors may be asked to use specific equipment while on or off camp. These include but are not limited to:
 - Computers
 - Washers and dryers
 - Fire protection equipment such as fire extinguishers and fire hoses
 - Specialty program equipment including camp stoves and bear canisters
 - Diabetes related equipment

STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

ESSENTIAL QUALIFICATIONS

- Be at least 21 years of age or older.
- At least one year of experience working at DYF programs.
- Experience working with children, teens, and families in a leadership position.
- Must hold or obtain certification in Child, Infant and Adult CPR with First Aid and AED.
- Ability to interact with a wide variety of individuals of diverse backgrounds.

DESIRED QUALIFICATIONS

- Ability to understand the development needs of youth and teenagers.
- One year of experience working as an LIT counselor at Bearskin Meadow Camp preferred.
- Ability to relate to youth, adults and fellow staff members/supervisors in a positive, team-oriented manner and atmosphere.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

COMPENSATION

\$527 per week, with meals and lodging included.

STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

TO APPLY

Visit the DYF website at www.dyf.org to submit an application online. Please direct any questions about this position to info@dyf.org

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.