



## Teen Programs Coordinator Job Description

### JOB SUMMARY:

Responsible for the day-to-day management of the Leadership Challenge/Buckaroo and Apprentice/Wrangler programs.

### REPORTS TO:

Program Manager

### QUALIFICATIONS:

1. Must be at least 21 years old.
2. Strong leadership skills and decision-making abilities.
3. Ability to work with children and teens in an enthusiastic and positive manner.
4. Must be able to attend pre-camp trainings.
5. Interest and experience with outdoor activities.

### ESSENTIAL FUNCTIONS:

1. Oversee Leadership Challenge/Buckaroo & Apprentice/Wrangler programming:
  - Uphold program quality expectations in all activities
  - Create and execute weekly program schedules
  - Coordinate daily lessons for teen participants focused on leadership development (LC/Buckaroo) and counselor skill development (Apprentice/Wrangler)
  - Oversee LC/Buckaroo & Apprentice/Wrangler service projects and chores
  - Coordinate Apprentice/Wrangler live-in and craft instruction scheduling with other administrators
  - Advise and inform staff of LC/Buckaroo and Apprentice/Wrangler responsibilities
  - Assist Trips Coordinator in planning and implementing Apprentice/Wrangler Outpost Trip
  - Organize visits to learn about other local summer camps for Apprentice/Wrangler program
  - Ensure all relevant safety regulations and ACA standards are followed
2. Supervise department staff & teen participants:
  - Evaluate performance of department staff & Apprentices/Wranglers at regular intervals
  - Communicate any staff or parent concerns to the Leadership Team
  - Mediate and solve problems that may arise between staff and/or teen participants
3. Provide compassionate and honest guidance/support to teen program participants.
4. Assist with pre-camp training.
5. Serve as a resource for behavior management techniques, program skills, traditions, and support to all counselors.
6. Assist Resident Camp Coordinator with camper check-in process and execution of evening programming.
7. Compile a written report on the operation of the LC/Buckaroo and Apprentice/Wrangler programs at the end of the summer season.
8. Perform other duties as assigned by the Administrative Team.

### APPLICATION PROCESS:

Submit cover letter and resume to [hantesa@campfireiowa.org](mailto:hantesa@campfireiowa.org) with 'Teen Programs Coordinator Application' in the subject line or apply online at [www.campfireiowa.org](http://www.campfireiowa.org).