**JOB DESCRIPTION**

**TITLE:**

Youth Program Manager

**POSITION SUMMARY:**

The Youth Development Manageris responsible for delivering quality youth programs that meet the needs of the low-income youth Agassiz Village serves. The Youth Program Manager implements our summer sleepaway camp program and year-round youth empowerment program. The Youth Program Manager will assist the Camp Director (CD) to ensure that social and emotional learning is at the forefront of the summer camp program and develop ways for SEL to be further implemented into an overnight summer camp setting. In addition, the Youth Program Manager will support the evolution of Agassiz from a summer camp to a youth development organization through creation, implementation and growth of our year-round iTHRIVE program for teens. The Youth Program Manager is responsible for managing camper enrollment and registration, as well as recruitment into the year-round iTHRIVE program. This is a hybrid position. You will be required to work from our Poland, ME offices as well as work from home in the off-season and in the summer must reside at camp in Poland, ME (private housing provided). Some travel to the Greater Boston area is required to deliver the year-round iTHRIVE program.

**Key Responsibilities:**

*Program Development and Implementation:*

* Collaborate with the Camp Director to develop and implement the iTHRIVE summer and year-round youth development and leadership programs for teens.
* Ensure all programming aligns with Agassiz Village's goals and standards.
* Design and facilitate workshops and discussions on social and emotional skills, leadership, and career and college readiness.
* Act as an advocate for youth in areas such as development, safety, and child abuse prevention.
* Assist in summer staff recruitment, including conducting interviews and reference checks.
* Develop and facilitate summer staff training, providing regular feedback to support staff growth and abilities.
* Stay current with best practices in youth development and SEL.

*Summer Camp Registration:*

* Meet enrollment and registration goals to maximize youth participation.
* Monitor camper registration and communicate with campers, families, and community partners.
* Create and send camper/parent packets and maintain regular communication throughout the registration process.
* Assist in marketing and distributing program information.
* Maintain and update camper files and registration paperwork.
* Attend camp fairs and conduct off-season camper outreach.
* Build and maintain partnerships with local nonprofits, schools, and other agencies to increase enrollment.

*Other Responsibilities:*

* Assist the Camp Director and Facilities Manager with end-of-season cleaning and inventory management.
* Participate in staff meetings and other relevant meetings.
* Perform additional duties as assigned by the Camp Director or designee.

**Qualifications:**

* Bachelor’s degree in Psychology, Social Work, Human Services, Public Administration, Education, or a related field.
* Minimum of 2 years of experience in youth development, SEL, and program implementation.
* Experience working with under-resourced youth and families, with knowledge of best practices in child development and SEL.
* Understanding of under-resourced communities in MA & ME.
* Strong leadership, organizational, and communication skills.
* Demonstrated problem-solving skills and flexibility.
* Familiarity with American Camp Association accreditation standards and Maine State Youth Camp Regulations is preferred.
* Experience with registration databases like Camp Brain.
* Ability to take initiative, be highly organized, and manage groups effectively.
* Strong judgment and ability to function well in a team setting.
* Computer literacy, creativity, and ability to multi-task.
* Integrity, honesty, and alignment with the culture, values, and mission of Agassiz Village.

**Compensation and Benefits:** Agassiz Village offers a robust compensation and benefits package, including high-quality health and dental benefits, unlimited vacation, all federal holidays, and a 403B plan.

**To Learn More and Apply:** Please email your cover letter and resume to Chris Kaake, Camp Director, at [ckaake@agassizvillage.org](mailto:ckaake@agassizvillage.org).

**Reports To:** Camp Director

**About Agassiz Village:** Agassiz Village is a nonprofit youth development organization dedicated to preparing youth for life’s journey. Through our exceptional summer camp experience and year-long programming, youth develop critical leadership and life skills that positively impact their futures. For 90 years, children from under-resourced communities in New England have come to our 330-acre lakefront overnight camp in Poland, Maine, to discover new interests, develop skills, make lifelong friendships, and connect with inspiring mentors. Our year-round program supports teens graduating high school and preparing for college and careers. Learn more at www.AgassizVillage.org.