

# Position Description

POSITION TITLE:	Program Specialist
REPORTS TO:	Program Manager
STATUS:	Full-time, Non-Exempt, Regular
POSITIONS SUPERVISED:	None
SALARY GRADE:	\$15.87 per hour, 40 hours per week

**PURPOSE:** Develops and delivers high-quality, developmental programming to youth in K-5th grade designed to address learning loss due to COVID. Works collaboratively with fellow program staff to ensure the effectiveness of Camp Fire opportunities for youth, in partnership with schools and other community agencies. Responsibilities include recruiting, training, and retaining youth, families, and volunteers; planning, conducting, and evaluating direct-service program delivery through in and out-of-school time clubs; designing and carrying out events and other program opportunities such as camping and outdoor experiences, field trips, and school break day camps.

## ESSENTIAL FUNCTIONS:

- Provide direct delivery of Camp Fire programs to small group clubs for elementary school youth – including utilization of national curricula, camp and outdoor programs, and special events and initiatives
- Deliver youth developmental programming designed to build social emotional skills in youth as a means to address learning loss due to COVID.
- Coordinate and create relevant and timely curriculum/programming for other out-of-school times such as spring and summer break.
- Develop and implement effective expanded learning programming, including recruiting, serving, transporting, and retaining youth; holding weekly meetings before, during, and afterschool; ensuring that youth complete activities in accordance with program-level expectations;
- Ensure high-quality direct service to all Camp Fire youth by performing tasks including, but not limited to:
  - Arrive prepared and on time to conduct quality programming
  - Follow procedures and training skills to conduct quality Camp Fire programming
  - Actively participate in all club activities
  - Work with host site to confirm all youth have appropriate transportation home
  - Support youth in the completion of program activities
  - Provide a well-rounded club program, utilizing a variety of curricula, resources and topics
  - Ensure all youth have the opportunity to participate in field trips
  - Ensure all youth have the opportunity to participate in National and council events
  - Provide family involvement and family strengthening through club and council activities and events
  - Fulfill all accountability requirements including complete data collection and documentation
- Work with community and program partners, program director, and program and other Camp Fire staff in organizing activities for youth – this includes camping, council events, and other special activities
- Communicate consistently with school administrators, program partners, and parents to provide a strong and positive rapport with schools, partners, and families within the community
- Recruit volunteers or community partnership personnel to assist with clubs and council events
- Utilize camp/outdoor programming skills to provide enrichment and appreciation of nature
- Develop expertise in the *Thrive Theory of Change* and other research-based positive youth development approaches
- Collaborate with fellow program staff to complete data collection and participate in the completion and integration of the Youth Program Quality Intervention process
- Collect and submit by deadlines, Camp Fire registrations, attendance and monthly reports, membership reports, outcome surveys and other reports as needed

- Attend regular meetings to keep abreast of council programming and activities
- Keep accurate records to submit all requested reports and forms by deadline to appropriate council staff
- Participate in relevant and Camp Fire trainings such as CPR-First Aid Training, Youth Development, Youth Work Methods, and other significant trainings that relate to capacity building

#### REQUIREMENTS:

- Committed to working as part of a diverse and inclusive team
- Able to be held accountable for meeting high performance goals
- High school diploma or GED
- 18 years of age
- Reliable transportation to and from program delivery sites and the Camp Fire office
- Work 40 hours per week including some evenings, weekends, and occasional overnights
- Able to meet council employment requirements including acceptable outcomes on background and reference checks
- Able to carry and move objects weighing up to 40 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas

#### DESIRED QUALIFICATIONS:

- Education and/or experience in youth development
- Demonstrated competence interacting with diverse groups of youth
- Strong communication skills including the ability to make effective presentations
- Experience and skill effectively utilizing audio-visual technology, databases, computers and software including Microsoft Office Suite
- Organizational skills and demonstrated ability to achieve goals
- Bilingual (Spanish/English) a plus
- Acceptance by council auto insurance and personal auto insurance verification
- Able to drive 15 passenger van
- Personal characteristics – self-motivated; well organized; willingness to try new ideas and methods; demonstrated flexibility; ability to remain calm and courteous under stress; enjoys challenge and change; able to balance and prioritize multiple tasks and duties; resilient; dependable and punctual; uses personal initiative and acts pro-actively in the best interest of the council.