



JOB DESCRIPTION

TITLE: Youth Program Manager

POSITION SUMMARY:

The Youth Program Manager leads the development, implementation, and evaluation of high-impact youth programs that serve marginalized communities. This role ensures that social-emotional learning (SEL) remains at the core of both our summer camp and year-round iTHRIVE program. In this position, the Youth Program Manager plays a critical role in advancing Agassiz Village's transition from a summer camp to a comprehensive youth development organization. They foster strong relationships with campers, families, and community partners while driving enrollment and engagement. The Youth Program Manager is also responsible for overseeing camper enrollment and registration and leading recruitment efforts for the year-round iTHRIVE program. This is a hybrid position that requires permanent residence in either Maine or Massachusetts and regular travel between the two states.

Key Responsibilities:

Leadership & Collaboration:

- Lead the year-round iTHRIVE program to support teens in graduating high school and preparing for college and careers.
- Establish and track measurable program outcomes for both the summer camp and year-round program, ensuring alignment with Agassiz Village's Logic Model.
- Collaborate with staff, community partners, and funders to achieve the organization's overall goals.

Program Development and Implementation:

- Work with the Camp Director to develop and implement the iTHRIVE summer and year-round youth development and leadership programs for teens.
- Deliver the year-round iTHRIVE program through monthly in-person and remote meetings with teens. This position often requires driving the company van to transport students in Maine and Greater Boston.
- Ensure all programming aligns with Agassiz Village's goals and promotes youth development in key SEL competencies.
- Design and facilitate workshops on social-emotional skills, leadership, and college/career readiness.
- Advocate for youth development, safety, and child abuse prevention.
- Assist in recruiting and onboarding summer staff by conducting interviews, reference checks, background screenings, and managing essential paperwork.



- Develop and lead summer staff training sessions and provide ongoing feedback to support staff growth and effectiveness.
- 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 distribute camper/parent packets while ensuring continuous engagement throughout the registration process.
- Assist in marketing and outreach efforts to promote camp programs
- 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.
- Plan and host an annual **Community Partner Day** at camp to showcase programs to key stakeholders.

Other Responsibilities:

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

Qualifications:

- **Preferred:** Bachelor's degree in Psychology, Social Work, Human Services, Public Administration, Education, or a related field.
- **Required:** Minimum of 2 years of experience in youth development, SEL, and program implementation.
- **Required:** Experience working with under-resourced youth and families, with knowledge of best practices in child development and SEL.
- **Required:** Understanding of under-resourced communities in Massachusetts and Maine.
- **Required:** Strong leadership, organizational, and communication skills.
- **Required:** Demonstrated problem-solving skills and flexibility
- **Preferred:** Familiarity with American Camp Association accreditation standards and Maine State Youth Camp Regulations.
- **Preferred:** Experience using registration databases such as CampBrain.
- **Required:** Ability to take initiative, be highly organized, and manage groups effectively
- **Required:** Strong judgment and ability to function well in a team setting.
- **Required:** Computer literacy, creativity, and ability to multitask.



- **Required:** Valid driver's license.
- **Required:** Integrity, honesty, and alignment with the mission and values of Agassiz Village.

Hybrid Work Expectations:

This role requires living and working onsite (private housing provided) at our Poland, ME summer camp from June through August. From September to May, the position includes a mix of remote work, onsite work at our Framingham, MA or Poland, ME offices, and travel between Maine and Massachusetts, approximately as follows:

- 50% remote
- 30% onsite in Poland, ME
- 20% travel between Maine and Massachusetts for program delivery

Compensation & Benefits:

Agassiz Village offers a competitive compensation and benefits package, including:

- High-quality health and dental benefits
- Unlimited vacation
- All federal holidays
- 403B retirement plan

To Apply:

Please email a cover letter and resume to:

Chris Kaake, Camp Director

ckaake@agassizvillage.org

Reports To: Camp Director

About Agassiz Village

Agassiz Village is a nonprofit youth development organization dedicated to preparing young people for life's journey. Through our immersive summer camp experience and year-long programming, youth develop critical leadership and life skills that positively shape their futures. For 90 years, children from under-resourced communities across New England have come to our 330-acre lakefront overnight camp in Poland, Maine, where they discover new interests, develop essential skills, build lifelong friendships, and connect with inspiring mentors. Our year-round iTHRIVE program empowers teens as they transition into adulthood, preparing them for college, careers, and beyond. Learn more at www.AgassizVillage.org.