**Evening and Weekend Activities Manager (Seasonal Summer 2024)**

**POSITION SUMMARY:**The Agassiz Village Evening and Weekend Activities Manager is responsible for creating and overseeing all evening and weekend programming (Olympics, **carnival, village events, movie night, overnight camping, talent shows, dance, etc.**). They are also responsible for creating and implementing the activity curriculum, guidelines and procedures that align with the program goals and outcomes Agassiz wants to achieve. They are also accountable for the daily needs of the program. This includes maintenance, facilitating, leading and/or supervising the specific program areas and providing constant positive feedback and guiding the campers and staff to strive for excellence in everything they do. The Evening and Weekend Activities Manager works closely with the Daytime Activities Manager to ensure all campers are having fun, collaborating, exploring and thriving. Together you are responsible for 5-8 staff members (activity instructors) and ensuring they are running adequate programming that is consistent with the outcomes we want children to achieve.

**Responsibilities and Key Functions:**

1. Prepare for evening and weekend activities in advance by creating lesson plans, determining materials needed, ensuring supplies have been ordered in advance of events, and making sure staff are trained to carry out the event and understand their role in the success of the event.
2. Lead safe, age appropriate, and enriching activities.
3. Ensure all equipment, materials, and supplies are returned to storage immediately after the event and that staff and campers have cleaned the space before retiring for the night.
4. Deliver progressive and challenging programming that allows children to grow and make strides toward achieving goals.
5. Take every opportunity to teach campers social and emotional skills such as relationship building, perseverance, self-reflection, goal setting and more as you encourage each camper to recognize what they are capable of through mentorship and daily conversations with youth.
6. Evaluate the success of each evening and weekend program after each session and make the necessary changes for improvement.
7. Act as the MC/host for evening events and get the crowd excited about the event and ensure fun and joy in each activity.
8. Conduct daily check of program area and equipment for safety, cleanliness, and good repair in compliance with American Camp Association (ACA) standards.
9. Assist in the management and care of the physical facilities and equipment.
10. All other duties as may be assigned by the Director of Youth Development and Experience.
11. Follow the schedule, beginning and ending each activity on time.
12. Communicate to the Director of Youth Development and Experience any changes in programming that might affect the daily schedule.
13. Attending all mealtimes is mandatory.
14. Make appropriate announcements about evening and weekend activities at meals.
15. Ensure youth and counselors are prepared to participate in big camp events like the talent show. Check in on staff to be sure they are working ahead to ensure the success of these events.
16. Rotate with other staff, monitoring village after lights out - “on duty.”
17. Perform an end of the season program evaluation and make recommendations for equipment, supplies, and program for the following season.
18. Accept direction, feedback from supervisors, and follow through appropriately.
19. Act as a responsible member of the camp community both in and outside of the camp environment during periods of employment.
20. Participate in staff and other meetings, such as in-service training and staff development and orientation activities.
21. Perform all other duties as assigned.

**Qualifications:**

* Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff. ­
* Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques. ­
* Visual and auditory ability to identify and respond to environmental and other hazards related to the activity. ­
* Ability to successfully create and run large scale events for groups of 12 – 200.
* Ability to positively communicate with staff and youth to ensure everyone is informed and prepared to participate and execute events.
* 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.
* Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.
* Willingness to live in a camp setting and work irregular hours delivering program in the facility available.
* Operate with daily exposure to the sun and heat and varying environmental conditions

**Who We’re Looking For:**

We are looking to recruit a team of people whose strengths, skills, and backgrounds are as diverse as those of our campers. We are keen to have people join our team who are:

* Committed to consistent learning and growth.
* Team players, willing to help in all areas
* Organized
* Strong communicators
* Competent and creative problem solvers.
* Passionate
* Energetic and silly
* Kind and compassionate
* Flexible and able to adapt quickly
* Able to stay calm in high-pressure situations.
* Able to work LONG and challenging days

**Contract Dates:** June 14, 2024 – August 9, 2024. This position is required to live on site at 71 Agassiz Village Ln. Poland, ME 04274

**Salary:** $2,400 for the full length of the contract. Included with your salary:

* Accommodation is provided for the full contract. You will be living with the assistant village leader and the social and emotional intern.
* Food is provided for the full contract.

**Designated Supervisor:** Director of Youth Development and Experience

**About Agassiz Village:**

Agassiz Village is a nonprofit youth development organization whose mission is to “prepare youth for life’s journey.” Through our exceptional summer camp experience and year-long programming, youth develop and practice critical leadership and life-shaping skills that positively impact their futures. For 86 years, children from under-resourced communities in New England have come to our 330-acre lakefront overnight camp in Poland, Maine to experience unique learning opportunities, be challenged to discover interests, uncover new skills, make lifetime friendships, and connect with inspiring mentors. In addition, teens in our year-round program are supported to graduate high-school and prepare to be career/college ready.

**Our Staff Culture:** We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of the doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Agassiz Village, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don’t go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.