Program Director Job Description

Program Overview
The Encampment for Citizenship offers a residential summer leadership program for youth ages 15-18. Approximately 24 young people from diverse ethnic, economic, social, religious and geographic backgrounds participate in the 3-week program. They explore a variety of social and political issues (e.g., environmental, economic, social responsibility and action); challenge ethnic, cultural, gender and sexual orientation stereotypes; and develop their critical thinking and analytical skills. Methods are based on participatory education and integrating the arts in the learning process; the program is philosophically grounded in principles of participatory democracy and belief in human efficacy. Community service projects and field trips complement action planning workshops. In addition, there are guest speakers, forums, films, and large group discussions. Staff: youth ratio is approximately 1 : 3

In 2020, the Encampment summer program will be held at the Cate School, Carpenteria, CA, July 1-22. The curriculum will focus on Social Justice in Action — we will be looking at the many ways to work for social justice by learning from the different organizations, leaders and initiatives in the surrounding communities. Topics will include climate justice, immigration, voting rights and legislative change.

Position Overview
This is a seasonal position that begins part-time (20 hours per month) in February 2020 and increases to full time for summer program, including 4-day staff training in late June. The Program Director (PD) will lead staff previous to and at the summer program. During the summer program, the Program Director (PD) and all summer staff live on site and are responsible for youth 7 days a week, 24 hours/day. The PD is responsible for oversight of the summer program and supervision of summer program staff. The Program Director collaborates with the program committee of the board of directors, and reports to the Executive Director (Ex.D).

Specific Duties Include

Prior to summer program:
- Assist in the development of the Encampment curriculum, including action planning workshops, and evaluation, integrating values and the history of social justice in action, in collaboration with the Ex.D, members of the program committee, and summer staff
- Be a part of the hiring of the summer staff
- Supervise summer staff team
Plan and facilitate training and orientation sessions for summer staff, including bi-monthly conference/zoom calls and 4-day staff training at site preceding the summer program.

- Assist with the “fellows” training prior to the summer program
- Plan and facilitate with the ED and summer staff, all large group workshops, service projects, field trips, speakers, and activities. PD is responsible for making sure plans are implemented at the summer program.
- Assist with the recruitment and selection of Encampers.
- Provide information and support for grant proposals and other fundraising and outreach activities, as appropriate.

**During summer program:**

- Supervise summer program staff and “fellows” in the accomplishment of their duties.
- Collaborate with summer program staff, for ongoing development and implementation of curriculum, action planning, schedule of events, service projects, guest speakers, field trips and program evaluation.
- In conjunction with staff, arrange for transportation and all other logistics for field trip and internships.
- Supervise Site Administrator in writing and implementation of medical protocol and incident write-ups.
- Ensure safety and wellbeing of Encampers, and that the summer program adheres to all insurance and legal requirements.
- Work with Ex. D and program committee to integrate and prepare for InterGen(erational) Weekend (alumni, parents and community members) program within the summer Encampment curriculum.
- Collaborate with ED and summer staff on program documentation and social media strategy and supervision.
- In conjunction with the Site Administrator, provide the liaison function to the site

**Qualifications**

- Expressed commitment to the mission and methodology of the Encampment
- B.A., (Masters preferred)
- Extensive experience—at least 6 years—in youth leadership development and/or teaching/counseling adolescents and young adults, preferably in a residential situation
- Experience developing curriculum that encourages critical thinking and integrates the arts in a social justice framework
- Experience with supervising a diverse staff
- Enjoy working with teenagers from diverse backgrounds
- Desire and ability to work in intensive living/working/learning situation
- Experience planning/presenting workshop topics in a participatory, democratic environment
Understanding and experience working within a residential youth setting and an awareness of trauma indicators and triggers and experience creating a safe and supportive environment.

- Driver's license required. Class B (bus driver) license is a plus
- Ability to integrate to integrate the arts into curriculum is a plus.
- CPR and WSI and ropes course certification is a plus
- Capacity for self-reflection.
- Flexibility and a sense of humor
- Spanish speaking is a plus
- Self-initiated work style; ability to work in cooperation with staff team

**Competitive salary, transportation, room and board.**

**Ideal candidate** is a progressive youth educator with a social justice perspective and youth leadership development experience with a month free in the summer and adequate time for staff training and curriculum development during the school year. Hours can be somewhat flexible during school year as long as the job requirements are met.

**Start Date:** part-time February 1, 2020, increasing to full-time in late June.

**To Apply**
Position is open until filled. We urge qualified applicants to apply ASAP so we can begin training. Please include the following:

1. Cover letter, including an explanation of your interest in employment with the Encampment for Citizenship, your experience working with youth and your particular interests and skills concerning social, political, cultural and recreational issues. Include any other pertinent personal or life experience.
2. Resume, including any camp-oriented or educational certifications that may be useful (include classification and expiration dates).
3. Names and addresses, emails, phone numbers of 4 references, including at least 3 current work-related references.
4. Describe your experience supervising others in a youth program.
5. Written description of how you have dealt with the most challenging issue(s) and problem(s) that have arisen in your work with young people in similar programmatic situations. Include descriptions of the issues, your responses and outcomes.

Please forward the above to **msilverbear@encampmentforcitizenship.org**

Or send to: Encampment for Citizenship, PO Box 1210 Aptos, CA 95001-1210