

the encampment

Leadership, Community, Social Justice

2022 Site Administrator Job Announcement

Program Overview

The Encampment for Citizenship (EFC) is hiring a Summer Program Site Administrator. EFC offers a residential summer leadership program for youth ages 15-18. Young people from diverse ethnic, economic, social, religious and geographic backgrounds participate in the 3-week program. In 2022, the Encampment summer program will be held at Cal Lutheran University, Thousand Oaks, CA, July 5-27. 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 Land, Migration and Exploitation of Labor.

The Site Administrator (SA) works, under the supervision of the Program Director (PD), and in conjunction with the Community Living Director (CLD) and other EFC staff, to ensure smooth logistics, and the health and safety of participants, staff, and visitors for the 2022 Encampment (July 5-27, 2022, Cal Lutheran University, Thousand Oaks, CA).

Site Administrator Position

This is a temporary seasonal position that includes monthly phone meetings beginning in May and increases to full-time for the three-week summer program, plus four-day staff training in late June and an additional day after the summer program to debrief.

The SA will live on site and share responsibility for the youth 7 days a week, 24 hours/day (all staff members will have time off within this framework). This position requires oversight responsibilities and hands-on tasks in several areas, including travel arrangements, liaison with the campus, meals and other hospitality, purchasing and accounting. SA will ensure that the medical needs of Encampers are met (trips to the hospital, medicine, etc.) and write up report on the medical log. RAs are also there to assist. S/he will drive a 12-passenger van for all program-related activities including staff training. [Click here for specific job duties.](#)

Qualifications

- Demonstrated experience in events management, hospitality, and logistical coordination
- Four years' experience working with young people
- Bi-lingual in Spanish is helpful but not required
- CPR/first aid training preferred
- Must have a valid driver's license
- Must have clean driving record from DMV
- Must have 3 work references

- All staff and youth will be required to be vaccinated and wear masks and be tested regularly during the summer program.

Ideal candidate must have good organizational skills; be flexible; able to work with young people in a range of situations, including dealing with conflicts that can be stressful and emotionally charged; have good boundaries; strong leadership abilities and ability to work as part of team. Familiarity with the Ventura County area is a plus. Competitive salary, transportation, room and board.

Start Date: part-time March 2022, increasing to full-time in late June and ending on July 28.

How to Apply:

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 administration. 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. Written description of how you have juggled many administrative tasks in a residential or other setting, especially with youth. Include any issues that arose, your responses and the resolution.

Please forward the above to msilverbear@encampmentforcitizenship.org

Or send to:

Encampment for Citizenship

PO Box 1210

Aptos, CA 95001-1210

Contact person: Marion Silverbear