



Job Title: Youth Camp Coordinator

Location: 300 River Drive N, Great Falls, MT 59403

Status: Part-time, flexible (Summer - full-time at Arrowpeak Lodge)

Reports to: Chief of Staff

Work status: on-site during summer season

Position description:

- Work to plan and execute the MFU Youth Summer camp program for youth from all over Montana.
- Cooperation, Agriculture, and Leadership is the main thread of camp.
 - o Program runs as follows starting in the spring: 1 week of staff training, 5 full weeks of camp, and 2 weeks of post-camp organizing (opportunity to expand camps offered).
- **Preferred experience:** Summer camp experience as a staff leader or counselor, experience with developing teaching curriculums and presenting, leadership development, strong organizational skills, youth and/or education background, and be a strong team player.

Major Duties and Responsibilities:

- Lead and execute all tasks necessary to plan and run MFU Youth Summer Camp
 - o Lead staff training session
 - o Build camp agendas and daily schedules
 - o Ensure safety and well-being of staff and campers
 - o Planning camp activities and games and manage camp inventory
 - o Be a fun, positive, energetic and welcoming leader youth at camp
 - o Other tasks as necessary to plan and run camp
- Supervise team of staff at MFU Youth Summer Camp Program
 - o Manages a team of staff during summer: Camp Advisor(s) and a team of counselors and junior deans
 - o Work with Camp Nurses, Cooks, and Facility caretakers to ensure the Youth Camps run smoothly
- Assist with outreach and planning to bring educational guest speakers and lessons to camp