



## Quest Wellness Health Coordinator

Year-round, Full Time, Exempt

Reports to: Quest Program Manager (aka Camp Director)

### Position Summary

The Wellness Health Specialist role is a year-round, supervisory member of the Quest team. The position is responsible for establishing positive relationships with campers, families, schools, social service agencies, and Sherwood Forest staff. The Wellness Health Coordinator serves as a resource for Sherwood Forest campers, families and staff; as it relates to the behavioral, mental, emotional, educational and social health needs, through ongoing communication, frequent check-ins, managing services Sherwood Forest can provide, providing connections to services and other agencies beyond Sherwood's scope, and overseeing individual support plans.

Through involvement with schools and the community, the Wellness Health Coordinator is responsible for recruitment, relationship building and participating in programming for Quest participants in first through third grades and focuses on design and implementation of year-round program activities for camp readiness taking place in St. Louis and at camp in Lesterville. These activities will be used to observe and identify the individual mental, emotional, social health (M.E.S.H.) needs of campers. This role reports to the Quest Program Manager and liaises with all members of the Program Team.

### Job Requirements and Responsibilities:

- Establish and maintain healthy and appropriate relationships with youth, families, schools, and social service agencies, focusing on safety, support, interaction, and engagement
- Assist in the preparation of all summer camp materials, including registration and enrollment-related forms, with a focus on identifying specific challenges and needs from wellness health perspective
- Identify and recruit participants in grades first to third to ensure program enrollment is at capacity
- Assist the Camp Director in scheduling and coordinating family orientations and new camper activities
- Facilitate engagement in environmental stewardship practices that model a commitment to valuing the natural world
- Have consistent communication providing prompt and precise replies to requests for information, reports, schedules, etc.
- Engage families in programming (sending parent surveys, answering questions, reviewing and sending camper reports at the end of each session, providing program updates and on-going communication, etc.)
- Develop and deliver programs in accordance with the mission and vision of Sherwood Forest
- Communicate and collaborate with all members of the Sherwood Forest team
- Manage relationships with external partners to provide opportunities for program participants.
- In coordination with the Quest Program Manager, hire and oversee seasonal staff to assist with program implementation
- Hire and supervise Youth Advocates
- Utilize strengths-based counseling with youth around issues such as homesickness, peer conflict, family issues, and mental health issues. Anticipate and mitigate situations of difficult youth behavior
- Provide ongoing guidance and coaching to staff on how to appropriately respond to youth needs and behaviors
- Facilitate training for Sherwood Forest staff, including intersession retraining of seasonal staff
- Consult with Quest Program Manager and Camp Nurse regarding youth issues and/or disclosures; complete necessary documentation
- Support grant development activities as necessary, including the collection and reporting of data
- Work with other program coordinators to prepare and coordinate transportation for program participants, including summer bus lists

- Assist in performing various office functions
- Other duties as assigned

Items listed are just a sample of work performed and not intended to be all inclusive.

### **Grades 1 – 3rd Program**

- Ensure all year-round programming has a focus on preparing campers for the emotional, social and physical demands of the Quest program. Building resiliency for success
- Assist Quest Program Manager, and other Quest coordinators, in the development of grade-level specific programs to be provided to program participants
- Support staff training, filing, and tracking systems to ensure agency goals, stands, and curriculum are met
- Observe campers during Continued Contact months to see if campers will be a good match for the Quest summer program. Completing on-going assessment that is not linear to support camper onboarding
- Provide on-going evaluation on the impact and outcomes of programming, adjusting as appropriate for the camper's needs

### **Program Team Commitments**

- Play an important role in establishing and building awareness for Sherwood Forest's mission among current and prospective stakeholders
- Provide support and encouragement to other members of the Program Team regarding their unique contributions
- Make a commitment to attend ongoing professional development with a focus on wellness and M.E.S.H.
- Act in a manner to positively represent Sherwood Forest
- Practice the agency's policies and procedures
- Develop and maintain healthy and appropriate relationships with youth/young adults, focusing on safe and supportive relationships and meaningful experiences that promote growth
- Assure the Program Team's and program participants' full compliance with SF Race Equity Pledge
- Act in a manner to positively represent Sherwood Forest, adhering to Sherwood Forest norms
- Attend fundraising and public relations events as required.
- Ensure that all programs and activities follow established Sherwood Forest values, and outcomes
- Practice the agency's policies and procedures

### **Qualifications & Certifications:**

- Master's degree in mental health related field; Social Work, Counseling, Therapy, Psychology, or other M.E.S.H related field
- Professional experience working with and supporting youth with various abilities and from various backgrounds, experience working with kids from low-income families a plus
- Sound understanding of the impact of early adverse childhood experiences on overall wellness health
- Proficiency with Microsoft Office Suite
- Valid driver's license with good driving history, ability to obtain a Class E license, become an approved driver under Sherwood Forest insurance, and operate a motor vehicle safely
- Willingness and ability to obtain other certifications including but not limited to lifeguard, first aid, and CPR
- Leadership experience in organized camping, summer camp, and youth counseling, a plus
- Experience in program design and implementation
- Familiarity with leading and participating in multi-agency partnerships
- Must be 21+ years old

### **Competencies, Skills & Abilities:**

- Passion for the Sherwood Forest mission with the willingness to "meet our kids where they are" and adapt accordingly to help them overcome challenges
- Ability to switch back and forth between tasks effectively performing different tasks rapidly one right after the other
- Ability to accept and give constructive feedback
- Open to personal growth
- Ability to assess and recognize both your own strengths and challenges, as well as the strengths and challenges of campers and staff

- Ability to utilize the skills of your team to ensure the best possible outcomes for everyone in the Sherwood Forest community
- Ability to establish and sustain positive relationships with youth of all ages and diverse backgrounds
- Excellent organizational and project management skills
- Strong presentation and public speaking skills
- Ability to self-motivate and meet deadlines with attention to detail
- Excellent interpersonal skills with the need to be flexible with all personality types and audiences
- Comprehensive understanding of youth development and the needs of the individuals that attend Sherwood Forest Programs
- Sensitivity to diverse community populations and ability to foster diversity and open communication within programs
- Ability to ensure the overall wellbeing of individuals, anticipate, identify, and resolve problems in a timely manner, gathering information skillfully and able to work well with others to resolve problems
- Ability to empower others by creating an environment in which individuals strive to do their best
- Consistently model for staff and youth appropriate and positive interactions
- Put time and energy into actively listening to others and be approachable
- Able to deal with frequent change, delays, and unexpected events
- Work nights and weekends as necessary
- Live at camp in the summer (approximately May to August) and at various times during the school year, as required in a shared living space

### **Essential Functions:**

- Possess strength and endurance to maintain constant supervision of campers and staff
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Ability to organize and coordinate schedules, work collaboratively, train and supervise staff, analyze, interpret, and report data
- Ability to effectively communicate in person, by phone, or in writing, and exchange accurate, timely information
- Ability to operate a computer and other office technology
- Ability to work long hours at a fast pace
- Ability to make sound decisions under stressful conditions
- Ability to work and navigate in a variety of environments, terrains, and weather conditions
- Ability to use visual and auditory identify and respond to environmental issues and hazardous situations
- Ability to adapt to a given situation and/or offer creative solutions
- Ability to drive camp vehicles and to transport children

### **About Sherwood Forest**

Sherwood Forest Camp, Inc. is a year-round, youth development agency, anchored in a residential summer camp experience. We provide dynamic programs and immersive outdoor experiences that inspire and empower youth from under-resourced communities to discover their resilience, prepare for their future, and embrace their civic responsibility. Through our Quest, Outdoor Education, and Supports for Success programs, we help kids discover the best in themselves so they can grow up to do good in the world.

The Quest program serves children from 1<sup>st</sup> to 9<sup>th</sup> grade. The Supports for Success (S4S) program serves camp alumni beginning in the 10<sup>th</sup> grade to help them ensure post-secondary pursuits and support them as they transition into adulthood.

Sherwood Forest is committed to eliminating racism, biases, and racial disparities in our society and eradicating barriers that thwart the development, growth and prosperity of youth in our community. All staff must be willing to work to that end and commit to upholding our Race Equity Cultural Pledge. Please visit our website to view the Pledge in its entirety (<https://www.sherwoodforeststl.org/about/diversity-equity-and-inclusion>).

Sherwood Forest is an affirmative action, equal opportunity employer. All candidates have an equal opportunity for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or status as a veteran. Personal staff information – (application, references, background investigations, medical

records) – will not be released, except as may be required by law. Requests for references regarding the staff member’s performance will be honored; however, the staff member must authorize the release of such information.

All those who attend or work at Sherwood Forest, are required to have age-appropriate vaccines as outlined but the Missouri Department of Public Health & Senior Services (Missouri Statute 167.181).

<https://health.mo.gov/living/wellness/immunizations/pdf/2022schoolrequirements.pdf> These immunizations are also required for students to attend school in Missouri.

Staff are also required to be fully vaccinated for COVID-19 at least two weeks prior to starting employment at Sherwood Forest. Documentation of vaccine status will be requested once a position has been offered.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed and will be evaluated on a case-by-case basis. The appropriate exemption card and approval for accommodation must be on file prior to arriving at Sherwood Forest.

Salary Based on Experienced: \$47,000 - \$50,000

Please submit a cover letter, resume, and a list of three professional references with necessary contact information to [hire@sherwoodforeststl.org](mailto:hire@sherwoodforeststl.org)