



## Quest Program Coordinator

Year-round, Full Time, Exempt

Reports to: Quest Program Manager (aka Camp Director)

### Position Summary

The Quest Program Coordinator is a creative thinker who is responsible for design, implementing and evaluating all aspects of Quest program activities. This position provides engaging and fun activities to enhance the campers' Quest experience. Through involvement with schools and the community, this coordinator is responsible for recruitment, registration, relationship building and program implementation for Quest participants in grades fourth through seventh and focused on design and implementation of year-round program activities. These activities will be used to observe and identify campers' level of camp readiness, mental, emotional, social health (M.E.S.H.) and social-emotional learning (S.E.L.) abilities, and will take place in St. Louis and at camp in Lesterville. This role reports to the Quest Program Manager and liaises with all members of the Program Team.

### Job Requirements and Responsibilities:

- Identify and build programs to meet the needs of the Sherwood Forest campers with a focus on youth development, helping campers develop social-emotional skills that increase readiness to learn, be engaged in learning, improve mental health, boost confidence, and decrease behavioral challenges with the overall goal of being to help campers develop the skills they need to break the cycle of poverty and meet their goals as an adult
- Collaborate with school and non-profit agency partners to ensure our program helps our shared participants meet their goals for youth development
- Facilitate engagement in environmental stewardship practices that model a commitment to valuing the natural world
- Create and implement activity schedules and activities for all departments (currently Art, Aquatics, Adventure Sports, Ideas, and Outdoor Living Skills (which includes STEM))
- Ensure all activities, are program focused, meet American Camp Association (ACA) Standards and other safety standards and requirements, and have an S.E.L focus when applicable
- Assist in preparing, maintaining, and implementing American Camp Association standards and other safety standard materials
- Oversee program development for all activities and Tripping Department
- Hire, train, directly supervise and evaluate all department heads
- Order, obtain, maintain, and properly store all supplies and equipment for all activities
- Maintain up to date equipment and supply inventories
- Help create and maintain the budget regarding supplies
- Manage all aspects of recruitment and registration for grade levels fourth through seventh
- Design and implement year-round activities for fourth through seventh grade campers that align with Sherwood Forest, mission, program focuses, and has a S.E.L. aspect when applicable.
- Work with the Quest Program Manager to hire and train Village Directors for your respective grade levels
- Ensure day-to-day program and activity operations during Quest summer camp run smoothly
- Coordinate days-off schedules for seasonal staff in conjunction with Department Heads, Village Directors, CIT Director, and Quest Program Manager
- Help develop the staff cabin group and staff housing assignments to ensure departments and certifications are spread appropriately through camp
- Work with the Village Directors to plan and implement evening programming during camp

### Grades 4<sup>th</sup> – 7<sup>th</sup> 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 Program Manager, and other Quest coordinators, in the development of grade-level specific programs to be provided to program participants.
- Help develop staff training procedures and ensure filing, and tracking system to ensure agency goals, standards, and curriculum are met.
- Provide on-going evaluation on the impact and outcomes of the year-round programming, adjusting as appropriate for the camper's needs.
- Stay informed of current trends in youth development, S.E.L programming, reading, STEAM education, outdoor recreation, and the unique needs of low-income students and families.
- Research best practices in organized residential camping, youth development programming, S.E.L programming, reading, STEAM learning and related fields.
- Work with the Development Team to develop and execute process for strategic program evaluation and measurement of outcomes.
- Utilize evaluation to inform future program development.

### **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 organized residential camping, youth development programming, S.E.L programming, reading, STEAM learning and related fields
- 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
- Play an important role in establishing and building awareness for Sherwood Forest's mission among current and prospective stakeholders

### **Qualifications & Certifications:**

- Bachelor's Degree in Outdoor Recreation, Education or related field
- 2-3 years of experience in youth development, outdoor recreation, activity program design, organized residential camping or related field
- Proficiency with Microsoft Office Suite
- Must have a valid driver's license, the ability to obtain a Class E, pass a driver's certification program, and be approved by insurance company
- Must obtain and maintain the following certifications: Tango Tower (high ropes course), lifeguard, first aid, CPR, and Archery - This may not be a comprehensive list. Additional certifications may be required
- Must be 21+ years old

### **Competencies, Skills and Abilities:**

- Understanding of Missouri Grade Level Expectations (GLEs)
- 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
- Excellent analytical, 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 ability to be flexible with all personality types and audiences
- Comprehensive understanding of youth development and the needs of low-income youth

- Sensitivity to diverse community populations and ability to foster diversity and open communication within communities
- Ability to assess and recognize both your own strengths and challenges, as well as the strengths and challenges of campers and staff
- 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
- Comprehensive understanding of youth development and the needs of the individuals that attend Sherwood Forest Programs
- Ability to ensure the overall wellbeing of individuals, can anticipate, identify, and resolve problems in a timely manner, gathering information skillfully and able to work well with others to resolves problems
- Consistently model for staff and youth appropriate and positive interactions
- Actively listens to others and is 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**

- 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 drive
- Ability to travel to camp and various sites as needed
- Ability to handle, file, disperse, and maintain neat and orderly records
- Ability to adapt to a given situation and/or offer creative solutions
- Ability to live and work at the camp in Lesterville, MO from May - August

### **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: \$37,000 - \$40,000

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)