



Position: TEEN SUMMER CAMP COORDINATOR (Full-Time)

Civil Service Title: Management Development Assistant (c0360)

Main Function:

The NORD Teen Program Summer Camp Coordinator assists in the development, organization and implementation of high quality NORDC summer camps. The Teen Program Coordinator is responsible for the direct management of the summer camp evaluation process for all summer camp stakeholders.

Reports to: *NORD Teen Program Manager*

Duties:

- Working with Teen program staff to design cohesive and comprehensive evaluation process and oversight for all NORDC stakeholders including but not limited to; participants, parents, summer camp staff, service providers, and all programmatic partners;
- Fostering a relationship with the Office of Accountability to combine resources for data collection.
- Coordinating evaluation schedules for informal and formal evaluation site visits, as well as exit interviews;
- Implementing a data collection model for the collection of all daily, weekly, and comprehensive attendance for all programmatic partners;
- Disaggregating data for formal presentation of weekly, monthly and annual results;
- Developing and implementing planning and project management processes to ensure the effective coordination and integration of programs and resources;
- Providing support to Teen program staff in the areas of planning, management, program execution and communications;
- Collaborating with and provide needed information to the NORD Teen Programs Manager and NORD leadership;
- Responding to all phone calls and emails within one business day; and performing any other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to perform administrative duties;
- Extremely responsible, punctual, and detail oriented;
- Capable of working in a fast paced work environment;
- Knowledge of NORD policies and procedures;
- Ability to understand and follow oral and written instructions;
- Effective verbal and written communication skills;
- Ability to maintain confidentiality as required;
- Possession of a valid driver's license and ability to drive a vehicle; and
- Ability to represent NORD in a professional and courteous manner.

Employment Requirements:

- High school diploma or equivalent.
- Thirty (30) semester hours from an accredited college or university.
- Subject to criminal background checks and drug screening



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- At least 2 years of Teen programming experience preferred
- Familiarity with Microsoft Word programs, data entry management, reporting skills, compensation and wage structure, financial and accounting skills
- Proficient spoken and written English
- Punctual, meticulous, detail-oriented, reliable and trustworthy
- Courteous manners with the public

Compensation/Work Week/Work Period:

- Base Wage/Status: \$12.89/hour, NON-EXEMPT
- Work Week: 35 hours per week; (Monday – Friday) hours may be subject to flex time for scheduled event(s)
- Work Period: May 21, 2018 – August 17, 2018