



Program Associate – Summer Staff Recruitment and Engagement Job Description

Project Morry is a comprehensive, year-round youth development organization dedicated to empowering children from under-resourced communities to create a positive future. Our ten-year commitment to each child closes the opportunity gap through a combination of academic enrichment and support, leadership development and an exceptional summer camp experience.

Project Morry is committed to working intentionally with all stakeholders on racial equity and all forms of identity inclusion. We believe this work is necessary for our youth, families, staff, donors and board in order to do the most impactful work. Education and social justice are the umbrella that covers and spans all that we do and a lens that we use in making program decisions.

Project Morry changes outcomes for students from the tri-state area by improving opportunities through proven programs: 98% of Project Morry students graduate from high school on time, 85% attend college and 91% of those who attend college graduate. In addition to their academic success, Project Morry students exemplify our principles of teamwork, positive core values, volunteerism, and personal responsibility. They are leaders at school and in their communities.

Position

The Program Associate - Summer Staff Recruitment and Engagement position is responsible for managing all aspects of the summer staff hiring process and assisting, on-site, in the summer camp program planning for both staff and youth at Morry's Camp in Glen Spey, NY. Direct support of Chief Program Officer.

Responsibilities

Summer Staff Recruitment & Hiring

- Design and implement overall recruiting strategy
- Update job descriptions
- Recruit and attract candidates using a variety of sources including on site job fairs, social media networks, and referrals
- Create and maintain relationships with colleges and universities as it relates to recruiting and hiring their students
- Prepare recruitment materials and post jobs to appropriate sources
- Screen candidates' applications and references assessing knowledge, experience, soft and hard skills, relationship to mission and availability
- Schedule and conduct interviews using recruiting and calendar tools to assure timely communication with the candidate
- Communicate with Chief Program Officer and Program Directors on a regular basis to discuss progress, effectiveness of strategy and continued identification of needs
- Onboard new employees including database management and form collection and completion
- Act as a point of contact and build candidate relationships during and after the hiring process
- Provide recruiting reports to the rest of the team

Camp Preparations

- Participate in summer planning meetings and ongoing
 - staff training
 - program development

- camp culture

Summer

- Coordinate Camp Staff Arrival Calendar and create systems for communication with office manager for smooth staff transition & travel to campsite
- Act as a key member of the leadership team
 - Create a camp culture where both youth and staff feel that the priority is their emotional and physical safety and wellbeing. Create a culture of inclusivity and equity where all identities are acknowledged and celebrated
 - On-site summer camp responsibilities will include but are not limited to staff recreation management and program development & coordination
- Contribute to efforts of staff retention to help achieve our goals of multi summer employment. This is most effectively done by strong training, on the job feedback and encouragement

Organizational Responsibilities

- Represent Project Morry with all internal and external stakeholders, community partners, families, camp professionals, donors, providing information about programmatic content and impact
- Attend and support fundraising events
- Support Board Committee work as needed
- Support and work with the Development and Administrative Team as needed

Schedule Requirements

This is a full-time position. Work location is currently hybrid from Project Morry's office in Port Chester, NY, and June – August full time at Morry's Camp in Glen Spey, NY.

- Work at least one Saturday each month during the school year to support teenagers' school year programming
- Available to work some nights each month for evening or late afternoon program meetings or staff interviews
- Available June - August to live and work full-time on site at Morry's Camp in Glen Spey, NY

Qualifications and Competencies:

The ideal candidate will have several years of experience working with youth and supervising a team, related training and/or counseling, desirable. With skills and attributes including but not limited to:

- Passionate about serving youth from under-resourced and historically marginalized communities and committed to the mission of Project Morry
- Able to work both independently and as a collaborative team player
- Creative and flexible problem solver who takes initiative and operates with a growth mindset
- Relevant experience in recruitment and conducting interviews
- Desire for personal and professional to growth and development
- Strong communication and interpersonal skills
- Ability to be effective in social media platforms
- Hands on experience with database entry and publishing software
- Education: Bachelor (BA, BS, etc.) preferred
- Languages: English, Spanish a plus
- Valid Driver's license preferred

Project Morry is an equal opportunity employer. People of color, women, people with disabilities, immigrants, veterans, members of the LGBTQ community, and those with lived experiences in the communities we serve are strongly encouraged to apply.

Compensation

Compensation range is \$45,000 to \$50,000 dependent upon experience.

Project Morry provides 100% Employer Funded medical, dental and vision insurance coverage as well as the opportunity to participate in Flexible Spending, life insurance, and retirement plans.

Employees receive a generous time off package including 12 Paid Holidays, 20 Personal and 8 Sick days as well as additional paid time off for winter break and extended post summer break for staff living at camp.

How to Apply

Please send resume and cover letter to Deb Jones at Deb@ProjectMorry.org. No calls please.

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