



Girls Program Coordinator, School Year and Camp programs

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 over all that we do and a lens 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 Girls Program Coordinator is a proactive and hands-on leader. This role is responsible for facilitating school year and summer camp programming for Project Morry's 5-10th grade youth as well as engagement with their families.

Specific responsibilities include but are not limited to:

Youth and Family Support

- Develop and maintain healthy supportive relationships with youth 5th -10th grade, who are living on the side of camp that centers on girls' experience & their guardians. Support with consistency and compassion, our young people and their families, as they navigate their middle school years and transition to high school.
- Understand the unique and special qualities of each child and how to best support them in the camp environment and during the school year.

Summer Camp Program, Staff and Camper Management

- Support summer staff recruitment through relationship building once staff have been hired and summer staff retention by engaging returning staff through the non summer months.
- Work closely with the Chief Program Officer and program team to enhance summer programming for campers.
- In collaboration with the program team, develop summer staff orientation, training workshops and activities. Facilitate workshops as needed.
- Act as a key member of the leadership team alongside the other full time members of the program team, responsible for the successful delivery of the camp program.
- 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.
- Directly supervise 20 to 25 front line summer staff. Coordinate staff meetings and professional staff performance reviews. Provide formal and informal feedback to staff.
 - Create a inclusive and intentional community environment at camp
 - Develop a healthy and supportive environment for seasonal staff.
 - Build mentoring and coaching relationships with camp seasonal staff

- o Maintain staff motivation and morale by providing and teaching behavior management and facilitation skills to help them be successful in youth development work in the summer programs.
- o 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.
- Oversee schedule creation and problem solve challenges due to weather, staffing, and child needs.
- Manage and support conflict resolution for staff and campers as needed.
- Maintain participant database through accurate and timely data entry of student and family information including attendance, contact information, and case notes.

School Year Programming

- Parent Engagement
 - o Develop and maintain trusting relationships with parents and families via phone calls, email, virtual meetings and in person meetings to facilitate support of student goals and program retention.
 - o Solicit feedback on school year and summer programming.
- Work closely with the Boys Program Coordinator to facilitate monthly school year meetings for 5th – 10th grade students.
- Contribute to program ideas while using the School Year Curriculum as your guide, facilitating in an engaging way activities and content for both in-person and virtual meetings that are age appropriate and mission driven. Awareness of the Project Morry developmental and social justice benchmarks essential for our intentional programming.
- Guide and support students to develop long term and short term goals. Support students as they identify obstacles and resources to allow them to accomplish the goals they have set for themselves.
- Maintain a monthly informational newsletter for students and families.
- Follow up after meetings with students and guardians who did not attend to ensure consistent contact and support.
- Welcome new students and families to Project Morry as they are selected via phone calls and mailings. Help to facilitate New Parent meetings in each of our partnering communities as well as the New Family Open House event at camp in early June.
- Maintain participant database through accurate and timely data entry of student and family information including attendance, contact information, and case notes.

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
- Supporting and working with the Development and Administrative Team as needed
- Assist with any projects or tasks as needed that contribute to the overall success and vibrancy of the camp, school year or overall PM program.

Schedule Requirements

This is a full-time position. Work location is currently hybrid. Three days a week in the Port Chester NY office, two days option to work from home.

- 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 youth program meetings
- Able to live/work from June through August 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, experience in a residential camp setting, 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
- Team player
- Is committed to all issues related to social justice.
- Organized, flexible, bright, creative, approachable, energetic, takes initiative, operates with a growth mindset
- Desire for personal and professional to growth and development
- Able to work independently
- Experience with database entry a plus
- **Education:** Bachelor (BA, BS, etc.) preferred
- **Languages:** English, Spanish a plus
- Valid Driver's license preferred
- Highly passionate and committed to the mission of Project Morry

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 \$50,000 to \$53,000 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 a resume and cover letter to Deb Jones at Deb@ProjectMorry.org. No calls please.