

JOB DESCRIPTION

JOB TITLE: Adopteen Camp-Conference Committee Lead

SUPERVISED BY: Adopteen Camp-Conference Director

JOB GOAL: Assist the Adopteen team with planning and execution of the June 20- June 24, 2022 Camp-Conference at Haverford College in Haverford, PA.

QUALIFICATIONS:

- Must be 18+ and a high school graduate
- Must have attended at least one Adopteen Summer Camp-Conference
- Exceptional communication and interpersonal skills (verbal and written), especially with parents, teens, and children.
- Proficient with Google Suite applications, and experience with social media platforms preferred
- Strong organizational skills and ability to multitask
- Detail orientated in logistics and planning; yet recognize and be highly responsive to changing priorities and circumstances
- Strong leadership skills; comfortable and capable overseeing a team and providing direction
- Willingness to support and listen to the needs of others
- Ability to work collaboratively and thrive in a team-work oriented environment
- Knowledge of the overall mission, policies, and objectives of Adopteen

ROLES AND RESPONSIBILITIES:

Pre-Conference

- Assist Camp-Conference Director and Assistant Director with the selection and oversight of the Leadership Team.
- Make arrangements for meetings as necessary and take, keep, and share meeting minutes.
- Complete all necessary safety certifications and a background check

Event Duties:

- Oversee Leadership Team throughout the duration of the Camp-Conference
- Lead debriefs and morning meetings
- Notify Camp-Conference Director and/or Assistant Director if there are any changes in schedule
- Assist in the assigning and delegating of necessary tasks given by Camp-Conference Director and/or Assistant Director



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- Serve as a liaison between the Leadership Team and Conference Director and Assistant Director
- Act as a counselor for a group of 8-12 campers
- Assist with on the ground event operations (set up and tear down of event activities, such as check-in, check-out, workshops, etc.)
- MC duties as needed

Post-Camp-Conference:

- Schedule final meeting with Leadership Team for feedback and closure
- Provide notes for Camp-Conference evaluation

All applicants must be available for the following:

- Leadership Team application will close on **Sunday, February 13th, 2022**. Video interviews will be held **February 20th, 2020**, and a Committee will be announced by **March 1st, 2022**.
- Semi-monthly meetings with the Leadership Team will start the following week
- Attend and work the Adopteen Haverford Camp-Conference June 20-June 24, 2022

This job description is not all-inclusive – Adopteen events are ever-changing and responsibilities not listed here will be needed of all staff.

This is a paid contract position. \$700/conference with round-trip transportation, room and board covered.

APPLICATION INSTRUCTIONS

To apply, please submit a resume and a cover letter to adopteen@theparkcenter.org by end of the day on Sunday, February 6th, 2022. Interviews will be held February and final decisions will be made by Friday, March 18th, 2020.

Adopteen at the Park Adoption Community Center is an Equal Opportunity Employer. Qualified applicants will be considered for employment without regard to race, creed, color, citizenship status, religion, sex, sexual orientation, gender identity, marital status, age, national origin, genetic information, status as an individual with a disability, status as a protected veteran on any other legally protected status.



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