



Position Description LIT Program Leader

BACKGROUND

Boston Explorers (BE) is a non-profit summer and school vacation camp for young people ages 7-17. The camp offers a wide range of enriching experiences that include citywide explorations, hands-on learning, spontaneous free play, and exercise. Every child is accepted regardless of family resources. Our staff is a diverse group of counselors who have a strong work ethic, demonstrate leadership and maturity, and enjoy the company of children. At [Boston Explorers](#), children do four things every day: *Make things with their hands, Explore Boston, Have fun, and are kind to everyone.* The entire city is our campground!

THE LIT PROGRAM LEADER POSITION

The LIT Program Leader's main responsibilities are to work with the Program Director to plan and implement activities focusing on developing and honing skills that promote leadership and achievement of positive youth outcomes. The LIT Program Leader is a member of our senior staff who will work closely with and supervise/mentor five (5) – ten (10) teen Leaders-in-Training, ages 15-17, during the Boston Explorer's summer season.

Our senior staff is a diverse group of counselors who possess a strong work ethic, demonstrate leadership and maturity, and enjoy children's company. Experience in education or child/adolescent development is required. For more information about us please check our website at www.bostonexplorers.org

ABOUT THE LIT PROGRAM LEADER POSITION

The LIT Program Leader reports to the Program Director. S/he is responsible for overseeing the LIT program including guiding the teens in their work with campers and ensuring that the LITs are performing well in their roles and are growing as leaders through 1:1 check-ins and communication with Boston Explorer program staff. The LITs, for enrollment purposes, are considered campers and do not supervise campers on their own but do support Senior staff in their camper supervision duties.

Candidates for the position are selected based on experience working with adolescents, positive attitude, interest in the urban outdoors, friendliness and character. Effective communication skills are essential. Other details about required qualifications are noted below.

ESSENTIAL JOB DUTIES

LIT Program Leader is responsible for the following:

- Building healthy positive relationships with each LIT
- Help maintain an environment of inclusivity and kindness.
- Supporting and guiding the LITs in developing collaborative and respectful relationships with one another (positive group culture)
- Coaching each LIT in their work with campers (i.e., establishing a warm and trusting relationship; engaging in healthy, positive activities; setting limits; communicating expectations effectively; supporting campers through trying times; maintaining good boundaries; collaborating with other staff; etc.)
- Helping each LIT develop strong work habits (showing up on time; dressing properly; staying off their cell phone during the workday; communicating in advance about special needs or sick time; etc.)
- Work with the Program Director to provide an experiential learning environment for LITs that encourages professional development and self-growth.
- Assisting with the facilitation and implementation of youth lead KHK project for LITs (which may include LITs who are not working the BE summer season).
- Setting reasonable, yet significant goals with each LIT concerning camper communication, work responsibilities, personal interest, etc.
- Establishing effective action steps for each LIT to reach their goals.
- Create clear expectations that support ownership of the process and lead to independence and preparation for adulthood.
- Chaperone LIT explorations.
- Plan and facilitation LIT activities in support of program goals and desired outcomes.
- Observing LIT performance and give warm and cool feedback regarding their performance.
- Providing LITs and the Program Director with a written synopsis of each LIT's goals, action steps, progress and response to feedback.
- Actively participating in planning meetings with the Program Director and other staff
- Holding morning meetings with the LITs to set activities for the day.
- Holding closing meetings with LITs at the end of each day to review highs and lows.
- Holding 1:1 check-ins with LITs weekly to provide individual support/feedback.
- Planning, scheduling and executing explorations of interest to the LITs that further their growth and development as emerging young adult leaders (in areas of business, art, design, government, education, financial literacy, etc.).
- Other related duties as specified by the Program Director.

BASIC QUALIFICATIONS

- The successful candidate will be creative, adaptable, detail-oriented, organized, and passionate about young people's growth and development. S/he/they will be a team player, have strong interpersonal skills and communication skills.
- At least two years' experience working with youth in an out-of-school setting.

- Experience working with youth and families from a variety of backgrounds.
- Demonstrated ability to work independently and as part of a team.
- Bachelor's Degree or equivalent relevant experience.
- Ability to motivate others and produce results.

Preferred Qualifications:

- General understanding and knowledge of the Boston educational landscape;
- Experience using data as it relates to continuous improvement in program outcomes;
- Desire to work in a fun, team-oriented environment that puts mission first.

ADDITIONAL CONDITIONS FOR EMPLOYMENT

- To be considered for this position, you must be able to work within the Boston Explorers calendar:

Staff Orientation: June 27 – June 31

- **This is a seven-week full-time summer position with 4-8 hours of Additional work each month from April – June for team building and other training activities.** In addition to regular camp sessions, there may be opportunities to work additional hours if the Explorer's program offers and additional week or camp (August 19-23) and other special events throughout the year and that staff person is available.
- **Salary commensurate with experience.**
- Boston Explorers conducts Criminal Offenders Record Information (CORI) and Sexual Offenders Record Information (SORI) checks on all employees.
- All applicants go through a thorough interview and screening process.
- Boston Explorers maintains a 1:6 senior staff to camper ratio.
- LIT Leader must have at least two-four years of post-high school experience (college, trade school, job, or job training), one of which in a supervisory capacity.
- Must be able to provide three written references.
- Must be able to provide immunizations records (MA state regulations).
- Must be first-aid/CPR certified (BE will provide training for those hired in this position)

SALARY:

- Range \$22-25 (determined pay rate based on experience)
- Fluency in Spanish is a plus.

Supervision and Evaluation

The LIT Program Leader reports to and is supervised by the Program Director. Informal evaluations and debriefing meetings are conducted regularly throughout the summer.

EQUAL OPPORTUNITY:

Boston Explorers provides equal employment opportunity to all individuals regardless of their, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship, or marital status.

HOW TO APPLY:

Please send a resume with a cover letter to nwright@someoneelseschild.org

