



## **UNDER ONE SKY VILLAGE FOUNDATION YOUTH SERVICES DIRECTOR JOB DESCRIPTION**

Full Time (32 Hours Per Week)

Pay Rate: This position is Non-Exempt, Hourly with a starting Pay Rate of \$23 per Hour

Required Education: Masters of Social Work

The Youth Services Director (YSD) provides direct services to youth who attend Under One Sky Village Foundation (U1S) programs. The YSD is the primary youth advocate and liaison with guardians and community service providers before, during, and after camp. The YSD will collaborate with social workers, caregivers and youth to establish goals and ensure continuity of care while attending U1SVF programs. The YSD will serve as a positive role model and mentor for youth, and help them build meaningful relationships with each other and staff members.

The YSD will serve on the Leadership Team with the Executive Director and the Program Manager to create and nurture a mentoring community that provides a continuum of services for youth in foster care, ages 7-26 that prepares them for the next phase of their lives, including adoption, new or continued foster placements, aging out of the foster care system, or reunification with birth family. Current programming includes Jr. Journey Camp (ages 7-11), Journey Camp (ages 11-17), Passages & Rites of Passage (ages 15+), and the Mentor Program (ages 7+).

The ideal applicant will possess excellent oral and written communication, interpersonal, public speaking and organizational skills. A thorough knowledge of the foster care system is a plus, as is non-profit organizational experience. In addition, the applicant should be comfortable with Microsoft Office, Publisher and Excel, and possess the ability to self-manage and monitor, work from home and have dependable transportation.

There are times when the YSD, along with the Executive Director and Program Manager, need to make tough decisions in the best interest of all the youth at camp. A successful applicant will have both the confidence to make these decisions, and the ability to collaborate with other members of the Leadership Team in making these decisions, with final authority given to the Executive Director.

### **Roles/Responsibilities include, but are not limited to:**

1. Program Enrollment
  - a. Meet with DSS and other Social Service agencies to promote U1S camps and programs.
  - b. Meet with potential campers and guardians to assess appropriateness of participation and complete the intake process: Phone call questionnaire and enrollment packet.



- c. Provide information and support to guardians and campers to coordinate camper participation. Give PM feedback and assistance on the camp schedules and welcome packets.
  - d. Create informational records for each camper per camp session and work with PM to ensure all camp staff have access to these.
  - e. Create an emergency contact information sheet for each camp session for each camper (example: who camper is allowed to call during camp, allergy/ important health issues and release information for each camper, etc.) Distribute to Leadership Team and camp nurse.
  - f. Prepare and update all nurse/health forms for camp nurse.
  - g. Ensure all camper registration packets are complete, all releases are signed, and all necessary medical forms are up to date and accurate.
  - h. Organize and maintain youth files. Files need to be kept in a portable lock box so they can be secure, yet available at each camp session.
2. Camp Duties
- a. The YSD is required to attend all camps throughout the year.
  - b. Assist PM with camp set up.
  - c. Ensure all camper records and enrollment paperwork is on hand and available for staff.
  - d. With PM, prepare check-in forms and sign-in/sign-out logs.
  - e. Ensure youth are checked in according to policies; Secure guardian signature on arrival sheet; Ensure guardian understand pick-up time, location, and procedures; Ensure all medications and food brought by campers are secured and schedules for use are understood by staff.
  - f. Oversee the well-being of youth during camp.
  - g. Assist PM and staff with any behavioral and/or health concerns about campers.
  - h. Provide information and support to camp nurse; Ensure all medications are distributed on time and medical supplies are stocked ahead of each camp.
  - i. Supervise the writing of all incident reports and ensure guardians and social workers are notified of incidents in a timely manner.
  - j. Maintain youth information files during and after camps.
3. Post-Camp Duties
- a. Speak to each staff member to understand any issues that arose during camp; Communicate with guardians and social workers about any and all issues arising during camp with any campers.
  - b. With PM, collect, store, and distribute any lost and found items.
  - c. Follow up with campers and guardians about any issues or concerns after each camp.
  - d. Write camper summaries and distribute to guardians within 2 weeks of camp.
  - e. Maintain ongoing relationships with campers, guardians, and social workers between camps as needed.
  - f. Be available to provide support to staff between camps as needed.
  - g. Update and maintain all youth files as needed.
4. The Mentor Program
- a. Assist PM with creating mentor matches by facilitating initial mentor/mentee meetings.



- b. Assist PM in addressing concerns that may arise.
5. Internship Supervision
  - a. When U1S has an active Intern, the YSD will oversee their work.
  - b. Meet regularly with Intern and produce learning reports on a timely basis.
  - c. Adhere to the Internship guidelines and communicate with educational institution as needed.
6. Staff Training
  - a. Provide training and/or arrange for training for staff in the areas of DSS agency procedures, foster system operation, trauma-focused care, behavior management, conflict resolution, and agency policies and procedures.
  - b. Provide youth updates to staff prior to camps.
  - c. Provide information about disclosure and other information that will help staff respond to specific and uncertain situations that may arise during camps.
  - d. Assist PM with staff and volunteer evaluations.
7. Leadership Team
  - a. Attend all Leadership Team meetings.
  - b. Partner with PM to provide leadership and support to all staff at camps.
  - c. Stay informed and up to date with all issues, legislation, policies, and programs that pertain to youth in foster care.

Under One Sky Village Foundation is committed to creating a diverse team. We encourage all qualified applicants to apply, and will review all applications for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Because this position works in direct contact with children, the successful candidate must be fully vaccinated against COVID-19. The successful candidate will also be asked to complete a full background check.

To apply, please submit a cover letter, resume, and three professional references to [kelly@under1sky.org](mailto:kelly@under1sky.org). This position will remain open until filled.