



A place. An experience.  
A way forward for all ages.

The Mountain Retreat and Learning Center

## Youth Programs Manager

### Job Description

#### About The Mountain

The Mountain is an ecologically conscious retreat and learning center perched on a dramatic granite outcropping high above the beautiful Nantahala National Forest in Highlands, North Carolina. We offer group retreats and opportunities for outdoor recreation and learning, including a variety of seasonal youth programs and residential camps each summer. Our campus includes a lodge with sweeping mountain views, cabins and bunkhouses, a lake, an extensive network of trails, an old growth forest, and a farm.

The Mountain aims to enrich lives, foster an appreciation of the natural world, honor the interconnectedness of all things, and inspire people to build inclusive, meaningful, sustainable communities throughout their lives.

#### Summary of Key Duties

The Youth Programs Manager is a member of the Leadership Team and will be focused on Youth Programs throughout the year. One of their main responsibilities is to serve as the lead organizer and supervisor of an 8 week residential summer camp (MountainCamp) which has operated for over forty years. Throughout the Spring and Fall seasons, the Youth Programs Manager will manage weekend-long youth conferences (called Youth CONs) which invite youth to build covenantal community within their congregations and the broader Southeast region while gaining leadership skills. Together, these programs provide year-round enriching experiences filled with recreation, adventure, education, and creativity. The Mountain strives to create a safe environment where youth are treated with respect, kindness, and consideration - and are celebrated for their individual talents.

This full-time, year-round position will assist with additional Mountain programming as needed, and will help design new and exciting programs that support our overall mission. The Youth Programs Manager has the option to live on-site and because of their frequent involvement with on-site activities it is preferred that they work on-site full-time, though a hybrid work environment may be considered for highly-qualified candidates.

# Job Responsibilities

## MountainCamp

### Hiring

- Responsible for the recruitment, interviewing, and overall hiring process for all seasonal MountainCamp employees, including Camp Counselors, a Camp Nurse, leads for our Outdoor Skills & Adventure, ASCENDER, and Counselor-In-Training Programs, and other members of the Camp leadership team.
- Updating position descriptions for MountainCamp staff as needed, and posting and promoting job openings.
- Coordinate paperwork and onboard all hired camp staff.
- Responsible for the review and selection of campers participating in the ASCENDER program and the Counselor-in-Training program.

### Marketing

- Serve as point-person on staff for the promotion and marketing of MountainCamp, including designing and creating promotional materials (e.g. flyers), promoting camp on social media, and engaging with Unitarian Universalist congregations and partner organizations.
- Coordinate with our Marketing Team to ensure that Youth Programs are promoted on our website, and that their information is kept up to date.

### Registration

- Collaborate with Guest Services to manage the registration process for all camp sessions and to answer any registration questions from parents/guardians in a timely manner.

### Training and Supervision

- Plan and coordinate a training week for all seasonal MountainCamp staff, including training topics in outdoor education and childhood development, and hiring coordinators for first aid / CPR training.
- Supervise and mentor staff for MountainCamp, providing constructive feedback throughout the summer season and implementing disciplinary action as necessary in accordance with the policies provided in the MountainCamp Staff Manual.
- Conduct exit interviews and provide performance reviews for all seasonal staff at the end of the season.
- Create staff schedules for each camp session, including coordinating and approving time-off for staff.

### Operations and Program Management

- Responsible for the day to day operation, supervision, and safety of youth and staff during the entirety of the summer MountainCamp season.
- Assist and support the MountainCamp Leadership Team with the planning and development of camp programming, such as workshops, off-site recreational trips, and evening programs.
- Responsible for scheduling and coordinating services with all outside vendors and service providers for the summer season, including but not limited to: vehicle rentals, camp T-shirt bulk orders, reservations for whitewater river rafting and rock climbing, and scheduling guest educators for staff training week.
- Collaborate with the MountainCamp Leadership Team to create and finalize all programming schedules for each camp session.
- Coordinate with Guest Services and Housekeeping departments to assign campers to cabins, taking care that facilities are safe and ready for move-in day.
- Coordinate with Guest Services to provide headcounts and camper dietary information to the kitchen before programs begin so that they can plan for meals.

### Finance

- Manage the approved MountainCamp budget, with attention to internal procedures for tracking expenses throughout the summer.
- Coordinate with the Finance department to ensure that camp expenses, reimbursements, and payroll are processed in an accurate and timely manner.

## Youth Conferences (CONs)

- Responsible for the planning, communication, staffing, and day-to-day operations, supervision and safety of youth and staff during the Youth CONs weekends.
- Collaborate with Guest Services to manage the registration process for all Youth CONs (3 in Fall, 3 in Spring).
- Communicate with Advisors of individual congregations to coordinate logistics and provide updated registration numbers ahead of CONs.
- Manage the Peer Advocate Leader (PAL) program through recruitment, selection, training, supervision and scheduling for all PALs and PAL Mentors.
- Design the overall theme of Youth CONs and engage in timely promotion via website updates, social media, and individual outreach to congregations.
- Develop programming for workshops, field time, and evening activities.
- Promote the Youth CONs through the Unitarian Universalist network of congregations by conducting outreach to individual Directors of Religious Education (DREs).
- Create and finalize the Youth CON schedule for each weekend and provide an updated Advisor Manual.
- Collaborate with Guest Services to coordinate all housing logistics.
- Communicate with DREs, Advisors, and parents in a timely manner.
- Responsible for tracking any expenses used to promote or implement Youth CONs in accordance with the overall Youth Programs budget.

## Additional Programs

- Plan, coordinate, and implement youth programs at The Mountain as needed. These activities may occur as part of a larger Mountain-designed program, such as Music Week, Grateful Gathering, Farm Festival, etc.
- Participate in activities and events at The Mountain across various departments as needed.

## Qualifications

- Experience in Outdoor Education and Experiential education with youth and young adults.
- Experience in mentoring youth and young adults.
- Ability to foster a cooperative team-oriented work environment.
- Confidence in serving as a Supervisor and Mentor, including the ability to coach and redirect employees as appropriate.
- Ability to effectively assess and respond to risks.
- Proficient computer skills, including Microsoft Office and Google Suite software; experience using Campwise Reservation Software is a plus.
- Ability to sit at a computer for extended periods while engaged in necessary administrative work.
- Previous experience with non-profits is a plus.
- Well-organized, effective time management, detail-oriented.
- High energy level – upbeat, creative, and resourceful, with the ability to effectively work with youth, young adults, and adults in a spiritual and community-building environment.
- Excellent communication skills with people of all ages, including listening, speaking, and writing.
- Ability to calmly and effectively speak with parents, vendors, trustees, donors, guests, staff, and volunteers in a polite, age-appropriate, and respectful manner.
- Able to give and accept constructive feedback modestly and non-defensively.
- Understanding of Unitarian Universalist values (which inform The Mountain's mission, and are shared by congregations that support The Mountain and receive support through their relationships to us); knowledge of the Unitarian Universalist Association (UUA) and the UUA Southern Region is a plus.
- Ability to work the necessary hours to implement effective programming, which can periodically be intensive and can include programs during evenings, weekends, and holidays.
- Ability to balance the demands of the job with personal health and wellness needs.
- Must be at least 21 years old and able to drive vehicles for program activities.

## Additional Details

**Supervised by:** Executive Director or their designee

**Supervises:** All MountainCamp staff, PALs, PAL Mentors, Advisors, and Volunteers for Youth Programs

**Collaborates with:** Guest Services, Kitchen, Farm, Maintenance, Housekeeping, Finance, and Marketing departments

**Hours of Work:** This position will require the employee to be on-site and available to support all in-person activities such as Youth CONs, MountainCamp, and various other youth and adult programming. General work times are Monday through Friday, 8am-5pm, with occasional weekend workdays and longer hours required during our busy summer season.

## Compensation and Benefits

**Compensation:** \$48,000 total (\$36,000 salary + \$12,000 benefits)

**Benefits:** On-site housing and meals (when the kitchen is operating) provided at no cost; use of recreational facilities such as lake and hiking trails; health insurance, dental insurance, and 3% SIMPLE IRA retirement matching.

**Job Performance and Accountability:** New hires must read the Employee Handbook and sign off on an understanding and acceptance of all policies and procedures. Upon commencement of employment, new hires will work under a 90-day adjustment period. The suitability of the employee to the job and their fit with the community standards will be carefully assessed. This is a critical period for the employee to determine their own comfort level with the job and The Mountain. After this period, upon mutual agreement, the employee will convert to regular status and begin accruing paid time-off. A formal, annual performance review will be conducted by the employee's supervisor.

**AAP/EEO Statement:** The Mountain Retreat and Learning Center is an Equal Opportunity Employer and is committed to the full inclusion of all.

## Application Process

To apply, please visit <https://www.themountainrlc.org/jobs/> to submit your resume and three references. Cover letters are encouraged but not required. All qualified applicants will be asked to complete a background check as a part of our legal requirements for working with youth on campus. Applications will be reviewed on a rolling basis until a suitable candidate is found.