

Bethel Neighborhood Youth Drop-In Center

5658 N Denver Ave

Portland OR 97217

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<https://bethelpdx.org/summer-program/>

Job Description for the Director of the 2025 Summer Day Camp Program

REALITY CHECK: To honor and celebrate our holiday adventures and responsibilities the priority deadline for this position has been extended to **January 15, 2025!**

Position Description

The Director of the Bethel Neighborhood Youth Drop-In Center is responsible for the design and implementation of the 2025 Summer Day Camp program, held during six weeks of the school summer vacation, generally beginning the first week of July and ending the second week of August, and serving children entering first through sixth grade. During the six weeks of the program the Director is onsite, works directly with the children 70-75% of the time, and handles administrative work in the remaining work time. The Director is tasked with working within the mission of the Youth Drop-In Center to provide a safe, enriching, and nurturing environment for all children, volunteers, and staff.

Prior to the start of the six-week program, the Director will collaborate with the Board in the period February through June 2025 to plan and design the program, recruit staff, and recruit program participants. The Director will be paid for all flex-time planning work and meeting times, for a maximum of 144 hours. Beginning mid-June the job is full-time through the end of the program.

The Director will work with the Bethel Neighborhood Youth Drop-In Center Board of Directors and leadership of Bethel Lutheran Church to set long-term goals for the Center and practice good stewardship of the Center's assets.

Introduction to the Center

The Bethel Youth Drop-In Center partners with Bethel Lutheran Church at 5658 N Denver Ave, Portland OR 97217, to operate a six-week Summer Day Camp Program for children entering first through sixth grade. The 2025 Day Camp will be in session 8:30 AM to 5:30 PM from June 30 through August 8 — our 28th season. The Center is a partnership between Bethel Lutheran Congregation and neighborhood families, offering a safe space for children to learn, play, make friends, and have adventures in the community. While housed at a church, the program is secular, offers no religious instruction, and welcomes children of all backgrounds. Contact the Center by email at ydic@bethelpdx.org (attention Board member Karen Anderson or Ronda Bard). The application form and job description are linked to the Drop-In page of the Bethel Lutheran website <https://bethelpdx.org/summer-program/>.

Qualifications

The Director must understand the needs and behaviors of elementary school age children, be able to make appropriate decisions regarding the health and safety of children and teach and encourage good problem-solving skills within the Center's children.

Additionally, the Director will demonstrate:

- Previous experience working with kindergarten through 6th grade children;
- Good written and verbal communication skills;
- Ability to observe and evaluate adults and children;
- Qualities of enthusiasm, a sense of humor, patience, and self-control;
- A record of successful leadership experience;
- Ability to organize and supervise activities and to encourage other staff members and volunteers assisting with these activities;
- Ability to work with a diverse population of children, staff, parents/guardians, visitors, and volunteers;
- Be able to work inside or outside the Center.

Certifications and Licensing Required

- Passing a criminal background check
- Current driver's license with 3-year good driving record
- Current and continuing Food Handler's Certificate
- Current and continuing First Aid and CPR certifications

Job Duties

Designing and Maintaining a Quality Care Program

- Advertise and recruit children and their families among the identified school populations for participation in the program.
- Keep children safe, occupied and engaged in meaningful activities.
- Work with staff to make sure the activities are age-appropriate; always ensure a balance of activity choices for children.
- Maintain program within budget guidelines.
- Maintain good relationships between the Center and its numerous supporting partners
- Work with community partners, including Urban Gleaners, to ensure thrifty access to healthy food.
- Develop and maintain a problem-solving curriculum that involves the children learning to find their own solutions to problems.
- Communicate regularly with all families regarding Center activities and issues; work with all families to make sure, to the best of one's ability, that children are receiving appropriate care.

Recruiting, Hiring, Training and Supervising Staff and Volunteers

- Recruit, hire, and train staff:
 - Work with the Board to recruit staff via job listings, advertisements, and social media posts;

- Schedule interviews and make hiring decisions in collaboration with the Drop-In Board;
- Ensure hired staff possess all required employment documentation;
- Schedule and perform or coordinate staff and volunteer training, including but not limited to these aspects:
 - Explanation of the Center’s policies and procedures;
 - Training in First Aid and CPR;
 - Training in food safety and Multnomah County Food Handler cards for all staff;
 - Training related to child development and age-specific skills and behaviors;
 - Training in problem-solving and conflict resolution.
- Supervise staff.
- Update and maintain, in consultation with the Board, Human Resources policies as well as policies for volunteers and other participants.
- Schedule and hold regular staff meetings outside program operational time.
- Provide staff evaluations at program end or as may be indicated by individual performance issues.

Oversight of Food Program

- Collaborate with the staff cook (hired or volunteer) to provide nutritious, healthy snacks and meals and to accommodate allergies and dietary restrictions.
- Follow all rules and regulations governing food safety and ensure staff does the same.

Center Administration

- Maintain all Center records.
- Maintain all enrollment lists and waiting lists.
- Maintain fee records, collect fees; work with the Treasurer to make sure all funds are deposited appropriately.
- Maintain appropriate demographic information for the population served; maintain relevant program statistics.
- Devise and collect program evaluation surveys from parents/guardians.
- Maintain, and revise as necessary, Center policies and procedures.
- Attend Center Board meetings and provide a monthly written report, including preparatory work January through June 2025.
- Provide weekly email updates to the Board May-August.
- Request assistance from Board members as needed.
- Arrange for purchase of needed supplies.
- Keep Center premises and equipment in good working order.
- Perform other duties that may be assigned by the Board.

Supervision

The Director is supervised by the Bethel Neighborhood Youth Drop-In Center Board of Directors, which includes the Pastor of Bethel Lutheran Congregation. A performance evaluation will be conducted by a panel of individuals selected by the Board. The results of the evaluation will be shared with the Board and the Director.

Compensation

The Director will be paid at the rate of \$25.00 per hour. This wage applies to planning work in the period January-June 2025, board meetings, staff training week June 23-27, 2025, operation of the Summer Day Camp June 30 through August 8, and cleanup and shutdown of the program August 11-13.

Application Instructions

Find the job application at the Drop-In Center webpage <https://bethelpdx.org/summer-program/>. Download and save that blank application, add your information, and submit the completed application, a résumé, and a cover letter by email to ydic@bethelpdx.org. In the cover letter, please address why you are seeking the job of Program Director and explain how your work and volunteer experience have prepared you for such a job.

Applications open December 1, 2024, with a priority deadline of January 15, 2025, and close February 3, 2025, or when the position is filled.