

**Young Writers Camp Program Director**  
Mercersburg Academy  
Office of Summer and External Programs

**Job Classification:** Staff, Full-Time, Seasonal, Non-Exempt  
**Reports to:** Director of Summer and External Programs

**Summary**

Mercersburg Summer Programs is seeking a highly motivated, enthusiastic, and dynamic leader to direct the Young Writers Camp program. This position will provide leadership in all aspects of planning and operations for the program. The YWC Director will be charged with working with the Director of Summer and External Programs in the creation and implementation of a plan for the program.

**Responsibilities and Duties**

- Assist the Director of Summer and External Programs in directing the strategic planning, development, and implementation of the Young Writers Camp program.
- Assist the enrollment process by contacting interested participants or interviewing applicants when needed.
- Lead and oversee the day-to-day operation of the program, including the coordination of scheduling, trips, staff issues, and participant issues.
- Coordinate the scheduling of classrooms, building, and field usage and transportation needs with the Office of Summer and External Programs.
- Procure funds for activities and keep track of disbursement of funds.
  - Submit all appropriate documents and receipts in a timely and responsible fashion.
  - Obtain permission from the director of summer programs for any significant expenditures.
- Oversee and manage the logistics of the curriculum for the program.
- Act as the direct supervisor for summer YWC instructors and counselors.
- Train and mentor YWC instructors in relation to classroom management and instruction.
- Oversee the evaluation of program staff.
- Act as a substitute teacher for YWC classes, as needed.
- Other duties as assigned.

**Knowledge, Skills, and Abilities**

The ideal candidate is thoughtful, articulate and passionate about the mission of summer programming at Mercersburg Academy. This position requires individuals who communicate effectively and take initiative.

- Strong interpersonal skills with an ability to work with children in building self-esteem and self-confidence.
- Ingenuity and inventiveness, capable of thinking on one's feet and adapting to changes in scheduling.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision, while also being able to manage multiple responsibilities.
- Persuasive communication skills in writing, in-person, and over the telephone.
- Outstanding listening and analytical skills.
- A creative, good-natured member of a team with demonstrated collaborative and proactive manners.
- Exceptional organizational skills and attention to detail.

### **Minimum Qualifications**

- Bachelor's degree in English, writing, or equivalent.
- Certified teacher preferred but not required.
- Must be 21 years of age or older.
- Must possess a valid U.S. driver's license with a clean driving history.

### **Physical Demands**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

- **Environment:** Work is performed in both indoor and outdoor environments where the noise level ranges from quiet to moderately loud. These environments will vary.
- **Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; climb stairs; must have the physical ability to lead and participate in camp activities such as hiking, swimming, team building initiatives, building campfires, and physical games and activities; to travel in all modes of transportation; sufficient manual dexterity and hand-eye coordination to operate equipment as needed; and to verbally communicate to exchange information with both English-speaking and non-English speaking contacts.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

*This description is intended to provide a general scope of the position. This job description may include other duties as assigned by the manager.*