



Assistant Director of Youth Programs

Position Title: Assistant Director of Youth Programs

Reports To: Director of Youth and Camp Programs

Location: Scarborough, Maine

Job Type: Full-Time, year-round

Hours: *School Year:* Monday- Friday, 10am-6pm

Summer: Monday-Friday, 8:30am-4:30pm

Are you passionate about making a difference in the lives of youth? Do you want to work outdoors year-round? Do you want to put your leadership skills to use and train the next generation of outdoor educators? This may be the job for you! We are seeking an experienced educator to be our next Assistant Director of Youth Programs to coordinate and administer our licensed After School Program from September to June (approximately 25 hours/week) and assist with preparations for our summer camp during that same period (approximately 15 hours/week). From June through August, this position shifts to play a leadership role full-time (40 hours/week) for our ACA-accredited Summer Day Camp, with a focus on day-to-day program logistics, staff support, and communication.

The Assistant Director of Youth Programs plays a key leadership role in supervising afterschool staff, hiring and training seasonal staff, communicating with families, and supporting a positive environment for all campers and participants.

After School Supervisor Duties:

- Oversee the daily operations, staff and logistics of the After School Program, ensuring safe, engaging, and developmentally appropriate experiences for participants.
- Maintain licensing compliance and uphold all Ketcha Outdoors policies and procedures.
- Lead communication with families through in-person interactions, newsletters, and emails, providing updates on programming and responding to inquiries or concerns.
- Support a cohesive, supportive environment for children by modeling positive behavior and ensuring the safety of all participants.
- Observe and manage student behavior using positive redirection and age-appropriate techniques, including timely parent communication when necessary.
- Coordinate staffing schedules, manage time-off requests, and arrange substitute educators as needed.
- Maintain documentation of attendance, activities, and feedback to support ongoing program evaluation and improvement.

Summer Program Director Duties:

- Support the Director of Youth & Camp Programs and the Summer Camp leadership team with administrative planning and operational logistics for camp programs.
- Supervise up to 10 staff and oversee scheduling, group assignments, daily program coordination, and effective on-the-ground implementation of logistics.

- Communicate with families to support a positive camper experience, manage registration adjustments, and resolve concerns.
- Assist in onboarding and mentoring summer staff, providing timely feedback and day-to-day support in the field.
- Collaborate with program leadership to ensure program offerings are effectively delivered and meet camp and camper goals.
- Monitor safety practices, staff coverage, and daily transitions to ensure a smooth and enriching experience for all participants.

Knowledge/Skill Requirements:

- Minimum 3 years of experience working with youth and/or youth development.
- Ability to manage staff effectively, coordinate schedules, and manage group logistics.
- Strong attention to detail, excellent organizational skills, and the ability to manage multiple priorities.
- Excellent written and verbal communication skills; ability to engage with families, staff, and youth in a warm and professional manner.
- Ability to support nature-based outdoor experiences and collaborate with program staff to uphold educational and developmental goals.
- CPR & First Aid Certification (or ability to obtain).
- Proficiency in Microsoft Office and general tech literacy.
- Enthusiastic, adaptable, and able to work both independently and as part of a team.

Compensation: Salary ranges from \$47,000 to \$55,000 depending on experience, combined with a comprehensive benefits package.

Benefits:

- 80% employer-paid health insurance plan
- 100% employer-paid dental and vision plan
- 20 paid vacation days, 5 personal/sick days and 11 paid holidays
- Simple IRA plan with a 3% match when criteria are met.
- Staff discounts on Ketcha and Portland Gear Hub programming

Ketcha Outdoors is an equal opportunity employer. We are committed to employing and supporting individuals who are passionate about social justice and have relevant work experience, regardless of their race, color, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, physical or mental disability, religion, familial status or experience with poverty, receipt of public assistance, or homelessness. Due to the vulnerable nature of the people we serve we require a significant background check process, fingerprinting.

To Apply: Please email your resume and cover letter to Mike Vincent at jobs@ketchaoutdoors.org. We will ask for references upon follow-up.