



ADMINISTRATIVE JOBS

2020 options include: 1) Program Coordinator, 2) International Youth Service Coordinator, 3) Youth Activities & Scheduling Coordinator, 4) Evening Program Coordinator, 5) Art Studio Manager, and 6) Sports & Recreation Coordinator.

Program Coordinator: Oversee strategic areas of program delivery related to youth and staff development and staff management. Serve as “first point of contact” for program content quality and implementation. Train and support counseling and program staff, monitoring overall youth and staff experience. Coordinate youth orientation and end-of-program activities. Maintain morale and keep communication flowing among staff teams. Coordinate implementation of honor system and maintain order. Meet regularly with counselors, workshop staff, and administrative staff ensuring GYV goals are met.

Key Qualifications

- College graduate with at least 2 years professional youth work and staff management experience, and at least 25 years of age.
- Previous professional level administrative, programming or counseling experience with teens, preferably in a residential, camp setting. (Previous Global Youth Village experience as a participant or staff preferred but not required.)
- Demonstrates experience in areas of youth development and leadership training.
- Demonstrates ability to communicate clearly and effectively based on knowledge of effective cross-cultural relations.
- Previous experience training others in the areas of: communication, group management, discussion facilitation, decision making, creative / critical thinking, and problem solving. (Trainer or trainers experience preferred.)
- Demonstrates an understanding of the demands of working in a multi-cultural environment, and is able to apply Legacy’s training principles in effective multi-cultural team building.
- Proven team-leading and staff management experience. Able to effectively manage conflicts using a variety of communication styles.

International Youth Services Coordinator: Make the GYV experience a smooth and memorable one for our international visitors. Fulfill the needs of international participants throughout their US stay: arrange arrival and departure logistics, communications with home, and help those going through cultural adjustments. Oversee and organize all GYV off-campus trips: 1) DC-based arrivals and departures; 2) DC-based travel program, and 3) day trips (1-3) with entire Village in local region. As trip coordinator, responsible for day-to-day staff and group management with an eye towards safety, and facilitating the group’s learning process.

Key Qualifications:

- Experience working with youth in an educational, travel or other exchange program
- Experience in trip planning and logistics.
- Outstanding written and oral communications skills; ability to communicate clearly

- and effectively with others, especially with non-native English speakers.
- Excellent attention to detail and facile in use of Excel or other software/platforms (Google Doc) to enable organizing and sharing/communicating complex plans.
- Prior experience managing budgets
- First aid and CPR certified
- Knowledge of Washington DC metro area

Youth Activities & Scheduling Coordinator: Coordinate the afternoon electives and recreational activities for youths. Support staff in the planning and delivery of these activities. Coordinate logistics and designing all-Village schedules, taking into account all the various needs of Village, from cabin life, to evening programs and support functions. Enthusiasm, high personal stamina, and an ability to inspire groups & individuals are key!

Key Qualifications

- College graduate with at least 1 year professional youth work and staff management experience
- Previous professional level administrative, programming or counseling experience with teens, preferably in a residential, camp setting
- Ability to creatively schedule and plan programs
- Demonstrated ability to handle multiple tasks simultaneously, schedule events, and manage numerous details for large groups of people
- Orderly. Able to organize and set realistic timeframes involving copious information and multiple tasks
- Some previous teaching experience highly desirable

Evening Programs Coordinator: Enhance cultural appreciation, community building and promoting a sense of vision for the future through the design and implementation of evening and special events. Main responsibilities include collaborating with other administrative staff to monitor youth dynamic and experience, and coordinating the delivery of all aspects of Village wide events: 1) cultural festivals (skits, dance, songs, carnivals); 2) global issues events; 3) recreational events (dances, games, and fairs), and; 4) talent nights. Work with the administrative team, other staff, youth, and special guests to develop well-facilitated programs and cultural presentations. This includes stage set-up and decorations.

Key Qualifications

- Experience in organizing, designing and supervising performance, festival, or sports events for large groups (up to 100 people)
- Demonstrated ability to communicate clearly and effectively with others based on knowledge of effective cross-cultural relations
- Able to manage, delegate, inspire, and draw upon the talents of different people. Able to network with staff and others within the local community to bring forth talents & skills
- Orderly and organized, with an ability to handle copious information and multiple tasks
- Able to adapt program ideas to suit varied ages, group sizes, cultures & language abilities
- Prior performance experience a plus

Art Studio Manager & Instructor: This individual cultivates an appreciation for art, and supports participants' growth, positive group dynamics and cultural exchange through the arts. The Village's Art Studio is at the heart of daily activities. It is the place youth gravitate to for relaxation, to get creative and to connect with one another, reinforcing bonds of friendship. GYV

seeks a creative, dynamic arts instructor to teach studio arts and coordinate the Village-wide arts activities. This individual will coordinate the afternoon arts program, as well as a camp-wide “arts night” each session, and support staff and participants in incorporating the arts into special presentations or workshops. This individual will also work with the Evening Programs Coordinator to implement and fulfill art related needs for special & evening events.

Key Qualifications:

- Background in studio arts, passion for youth leadership, peace building, art therapy or other related field
- Training and teaching experience with teens in a variety of studio art activities.
- Ability to manage small (3-4) to large (up to 80) sized groups
- Organized, able to plan daily content of activities, and to maintain the art studio in a clean, orderly manner
- Ability to maintain equipment in safe, working condition

Sports & Recreation Coordinator: Sports unite people across cultures. Plan and deliver sports and games for the Village while maintaining standards of quality and safety. Inspire youths to build confidence, try something new, accept different abilities, play fair, and to be healthy! *(NOTE: this role is often combined with cabin counseling duties.)*

Key Qualifications:

- Training and experience in organizing/coaching sports and games activities for varied size groups (10-60) and ages (15-19),
- Knowledge of non-competitive games, prior experience with tournaments, round robins, carnival games preferred
- Ability to envision and execute a comprehensive sports and games program and understand its importance in relation to the rest of GYV, and to camp spirit
- Ability to meet needs of individuals in group
- Ability to inspire enthusiasm and participation
- Ability to focus competitive edge towards cooperation and inclusiveness
- Organized, able to plan daily content of activities while adhering to safety standards
- First aid and CPR certified