



HVCC offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

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## Summer Program Lead

### POSITION TYPE

Temporary - Summary

### REPORTS TO:

Summer Program Director

### PAY RATE

(\$20.00 - \$24/hr)

### REQUIREMENTS

Must be at least 18 years of age

Must be able to pass a background check and drug screening

Must be able to obtain and hold CPR/First Aid certification

Prefer clean driving record and ability to drive 15 passenger van

### WORKING CONDITIONS

In-person position at HVCC facilities and where activities are held

Occasional travel within the Valley as well as within the state will be required

Tuesday - Thursday 10am to 7pm and Fridays 8am to 5pm. Occasional nights or weekends for event or program trips

Requires standing, sitting, walking, lifting, typing, and the physical ability to keep up with youth during activities, including physical activities

### Position Summary

The Summer Program Lead is responsible for leading engaging, structured activities and keeping youth actively involved throughout the day.

This is a fast-paced, high-energy role. Staff are expected to follow the daily schedule, lead activities with confidence, and create a positive, organized environment where all youth can participate and succeed.

Staff do not design programming - they bring it to life.

### Qualifications

- Experience working with youth in groups or activity-based settings
- Strong communication and follow-through
- Ability to stay calm, flexible, and positive in busy environments
- Strong follow-through and reliability
- Positive, team-oriented mindset
- Alignment with HVCC's mission and belief that **youth are the solution**

### Ideal Candidate

The ideal Summer Program Lead is someone who loves working directly with youth, enjoys leading activities, and takes pride in being prepared. They are reliable, flexible, and team-oriented, and they understand that strong programs come from following structure, communicating needs, and working together.

- Ability to take direction from multiple coordinators
- Comfort with physical, hands-on work
- Ability to move between tasks and priorities
- Willingness to follow plans and ask questions early
- Ability to lead activities with confidence and care
- Shows up ready to lead and support
- Brings positive energy and consistency
- Communicates needs clearly and early
- Can follow plans while adapting to youth needs
- Takes feedback well and uses it to improve
- Understands that structure helps everyone succeed



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## Primary Responsibilities

### Lead Activities

- Lead assigned clubs using provided plans and materials
- Keep all youth engaged, included, and participating
- Adapt activities to meet youth needs while maintaining structure
- Bring energy, clarity, and confidence to every activity

### Support the Flow of the Day

- Follow the daily schedule and transitions closely
- Help maintain smooth movement between activities
- Support arrival, meals, and end-of-day routines
- Keep the day organized, active, and on pace

### Communication & Preparation

- Review plans ahead of time
- Communicate supply, space, or support needs early
- Ask questions before activities begin
- Stay informed using schedules and team communication tools

### Maintain Engagement at All Times

- Stay actively involved - no standing back or waiting
- Redirect quickly when youth disengage
- Minimize downtime and keep activities moving
- Use voice, presence, and positioning to lead effectively

### Upholding HVCC Standards

- Follow all HVCC policies, procedures, and expectations
- Model HVCC tone, language, and behavior expectations
- Use Positive Youth Development and Restorative Practices as trained
- Support consistency and safety across all program spaces

### What Success Looks Like

- Youth are engaged, active, and participating
- Activities run smoothly and stay on schedule
- Transitions are quick and organized
- Staff are present, positive, and responsive
- Problems are handled calmly and quickly
- The program feels structured, fun, and consistent

### What This Role Does Not Own

- Designing or changing program structure
- Creating new curriculum or activities
- Managing program-wide logistics
- Communicating with families outside of guidelines
- Making independent decisions outside of assigned responsibilities