

## JOB DESCRIPTION

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**Title of Position:** Youth Program Associate, Jubilee Monuments Corporation (JMC)  
**Location Position:** Sugar Land, Texas  
*For an exceptional candidate, a remote location may be considered*  
**Reports To:** JMC Senior Manager & JMC Board Member or other Board designee

### BACKGROUND AND CONTEXT:

The Youth Program Associate (YPA) is a professional staff position within Jubilee Monuments Corp (JMC), a 501(c)3 nonprofit organization engaged in the development and implementation primarily of youth development initiatives, including Al-Ummah Camp and Camp Mosaic. Reporting to the JMC Senior Manager and working in close partnership with the JMC Board of Directors, the YPA will support the planning and implementation of youth camps, and the day-to-day operations of the organization.

### OPPORTUNITY PROFILE:

The ideal candidate will have a minimum of 3 years of work experience. Special consideration will be given to individuals with a background in education, youth development, non-profit management, or financial management. Experience with camps is highly preferred.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Compliance & Risk Management

- Stay abreast of ongoing best practices in safety, risk management, and compliance in summer programs and other youth programs. Develop JMC's risk management policies and procedures and the tools to support implementation of these policies and procedures to ensure that JMC, as an organization, is conducting its programs and its business in a manner that is consistent with best practices in the areas of safety and risk management. Draw on our insurance applications and policy descriptions, and templates from the American Camping Association, to contribute to the development of an evolving, comprehensive risk management and safety manual.
- Ensure that each year, JMC programs are registered with the states in which these programs are operating. Ensure that the camps are fully compliant with state requirements where JMC programs are registered.
- Ensure that JMC programs continue their operations in a manner consistent with JMC's representations on its insurance application and the requirements of JMC's insurers. In consultation with JMC's legal counsel, file any necessary reports with JMC's insurance provider.
- Manage the JMC background check process for all program volunteers. Monitor industry best practices and ensure our processes are compliant with state and insurance requirements. Facilitate dialogue among the necessary JMC Board members and other relevant stakeholders if issues arise during the course of background checks.
- Train all stakeholders, including Program Teams, to educate potential volunteers about the background check process, when needed.
- Liaise with JMC's healthcare partners (physical and mental health) to ensure that all camps are collecting appropriate medical information for each participant, and ensure that JMC receives the completed paperwork for all participants, that medical forms are reviewed in a timely manner ahead of time so that camp teams can make appropriate preparations, that these medical forms are appropriately retained on site and on field trips, and that the forms are appropriately retained or destroyed per JMC policy. Ensure that all camps are equipped with appropriate medical supplies and liaise with JMC's healthcare partners regarding medical and mental health staffing at camps. Ensure that JMC camps have sufficient CPR and First Aid trained staff at each camp, that these personnel are distributed across the camps, and that they are prepared to handle students with allergies, where appropriate.

- Work with the Training Leads of each camp team to ensure that risk management and safety training is incorporated in all camp trainings. Design additional training modules and continue the development of additional content for risk management and safety training required at all camps. Safety and risk management topics include, but are not limited to, crisis response, maintaining confidentiality, protecting children, responding to medical needs, armed intruder training, and making referrals.
- Coach camp implementation teams on how to implement best safety practices within their contexts.
- Develop systems to ensure that all paperwork expected of participants and staff is collected by the camp teams and is completed, and that copies are accessible in the locations that have been predetermined. Ensure that hard-copy paperwork is safely stored and subsequently destroyed at a predetermined time and in a predetermined manner.
- Visit camps across the country to observe practices that entail risk, such as bus drop off/pickup, parent drop off/pick up, pool and locker room safety, etc. and recommend modifications that may be helpful in such practices.

### **Organizational Responsibilities**

- Support the Senior Manager in preparing presentations for the JMC Board of Directors and in presenting to the JMC Board of Directors.
- Support the logistics of organizing JMC Board meetings.
- Document all action items from JMC Board meetings. Follow up with assigned individuals to ensure completion of assigned action items.
- Organize and participate in meetings and conference calls, when appropriate, in order to conduct daily operations.
- Implement policies approved by the Board of Directors.
- Other responsibilities as assigned by the Senior Manager or JMC Board.

### **Financial and Fiduciary Responsibility**

- Under the supervision of the Senior Manager, take the lead on the development of JMC annual budgets and supplementary budgets, providing quarterly updates to necessary stakeholders.
- Ensure that all camp and organizational expenditures are within the budgeted amounts. Work with each camp team to ensure that budgets are prepared and camp prices thoughtfully set and approved.
- Ensure that all payments have supporting documentation (receipts, invoices) and are retained, reconciled against QuickBooks and bank statements.
- Ensure that each team has a finance lead and is working with the relevant program manager and site lead, and ensure that the spending is in line with budget.
- Ensure that all program fee invoices are issued, tracked, and retained in a timely manner.
- Provide support in filing annual tax returns and issuance of 1099s to vendors.
- In coordination with the Treasurer and Senior Manager, ensure that programmatic revenues (from beneficiaries) and expenditure payments (to volunteers and vendors):
  - are processed and accounted for in financial systems in a timely and accurate manner.
  - are backed-up with corresponding supporting documentation.

### **Program Planning and Implementation**

- Travel in order to ensure various projects are being implemented with the highest level of impact possible. Presence at various camps over the Summer is required.
- Maintain and update tools and resources, including but not limited to curriculum guides, implementation guides, templates, forms, checklists, etc., that assist the program implementation teams. Collect, review, and archive documentation relating to the programs.

- Work with relevant teams to conduct site searches, contact sites where appropriate, engage local stakeholders as appropriate, liaise directly with sites to negotiate contracts, and debrief with sites after the Summer. Coordinate with JMC legal counsel to have the contracts reviewed, liaise with sites on revisions, and have the contracts signed and issued. Manage a similar process for transportation contracts.
- Work with the program teams and JMC IT designees to manage the online camp applications. Coordinate technical updates to the applications so that the applications ask the questions sought by the JMC Board and that the applications enable evaluations, assessments, and data collection. Assist in participant selection so that selection for each program takes place in line with policies set by the JMC Board.
- In coordination with individuals assigned by the JMC Board, lead the development of marketing materials for marketing of JMC programs and of material to be shared, including brochures and website.
- Support volunteer teams in marketing each program, and ensuring reach across the country to all demographics. Among other segments, develop systems to track outreach to youth with backgrounds that the JMC Board wishes for JMC camps to engage further; monitor outreach to these youth segments, and report on progress and success in ensuring the participation of youth from these backgrounds.
- Work with the designated JMC Board Member and JMC Senior Manager to coordinate the participation of economically-marginalized youth, by tracking referrals received from various sources and driving the subsidy process. This task will include the review of applicants and the coordination of funding and payments.
- Support the logistics and planning of large camp team trainings and meetings.

#### **QUALIFICATIONS:**

- Bachelor's degree from a recognized Western university. Master's degree a plus.
- Experience working with children and youth, and preferably experience leading or managing youth development or education programs.
- Strong interpersonal skills and communication skills and the ability to work effectively with a very large range of stakeholders.
- Budgeting, accounting, financial resource development, and management skills; familiarity with QuickBooks is a plus
- Strong follow-through when it comes to completing tasks and ensuring others complete their tasks
- Strong attention to detail; process-oriented, detailed thinker
- Strong project management and administration skills; ability to multitask
- Self-motivated, inclined to take initiative, and ability to complete significant work without constant oversight and management; a "can do" attitude and a
- problem-solving mindset
- Strong verbal and written communication skills; proactive communicator
- Maturity to handle crisis and risk management situations
- Sensitivity to operating within a values-based, nonprofit context
- Familiarity with the structure and culture of JMC's partners is a plus
- Ability to develop capacity and leverage talented volunteer base, in light of resource constraints

#### **NEXT STEPS:**

- Position offers an excellent benefits package.
- For additional information or to discuss the role further, please email: [HR@Jubileemonuments.org](mailto:HR@Jubileemonuments.org).
- If you know someone who is a good fit for this role, please share this with them. If you are interested or would like to apply, please click here: <http://bit.ly/3q4XqJK>.
- Please apply by March 7, 2021.