



Summer Program Manager

About Hearty Roots

Hearty Roots is an outdoor-based community wellness program in Midcoast Maine that knows connection to nature, self, and community helps people thrive, so we're on a mission to guide people off the grid and into their hearts through programs that center connection, adventure, and reflective experiences. The Hearty Roots team is fun and nimble, and values:

- Digging Deep: understanding who we are and what we need
- Discovering Grit: embracing the uncomfortable and unveiling the inner shine
- Cultivating Connection: leading with a grateful heart and open mind

Position Overview:

We are looking for a collaborative, flexible team member to support our summer adventure programs. The Summer Program Manager will work closely with the Directors to ensure positive program experiences for kids and families, and will directly support our Summer Adventure Mentors through program preparation and reflection, and being present at camps as needed.

Primary Responsibilities:

- **Program Support: Administrative**
 - Support Deputy Director with registration and communication with families
 - Track registration numbers and support any program promotions or recruitment
 - Act as Manager-on-Call for all sessions.
 - Support prep and take down for each session.
 - Packing food and water
 - Organizing gear and field resources
 - Review and share participant information. Highlight any needs for additional support or clarification from families
 - Input participant data from
 - Manage and organize photos and videos from the field. Create content for promotion.
- **Program Support: In the Field**
 - Be present at the beginning and end of each summer day program to support Adventure Mentors
 - Support Adventure Mentors during camp as needed
 - Collaborate with Directors to create solutions to support campers as needed
 - Lead debrief at the end of sessions



- Take photos and videos that capture the essence of program offerings and campus development.

Skills, Qualifications, & Values:

The ideal candidate would exhibit the following skills and values when working with youth and families, and while collaborating with the rest of the Hearty Roots team. Candidates need not possess all of the following qualifications and skills to be considered. Comparable experience is accepted, and Hearty Roots can provide the tools and training necessary to ensure the right candidate has the qualifications necessary to complete the required tasks.

- Build strong connections with kids
- Create a safe, supportive space for participants and Adventure Mentors
- Communicate with clarity and compassion
- Adapt to varying needs and requests, as well as environments and challenges
- Practice strong risk management skills
- Promote joy, gratitude, adventure, creativity, friendship, mindfulness, and more!
- Ability to listen and communicate effectively
- Ability to manage work time and projects efficiently with minimal supervision.
- Ability to work collaboratively with others in a dynamic work environment and exhibit creative problem-solving.
- Commitment to contributing to and promoting a positive, supportive work environment
- Commitment to diversity, equity, justice, and inclusion
- Commitment to further Hearty Roots' mission, values, and beliefs
- Experience in nonprofits, youth development, outdoor recreation, and/or mental health-related fields is desirable but is not required
- A clean background check and driving record

Education & Experience:

The ideal candidate would have education in one of the following areas, although extensive experience leading youth in outdoor settings is also highly valued!

- Youth Mental Health or Social Services
- Youth Development
- Outdoor Education/Leadership
- Adventure or Eco Therapy



Training & Certifications:

You may already have these certifications or would be willing to acquire them upon hiring.

Required

- First Aid/CPR
- Youth Mental Health First Aid
- Leave No Trace
- Trauma-Informed Practices
- Mandated Reporter
- In-person Team Trainings & Team Building Opportunities
 - These will take place in June. Specific dates will be shared as soon as possible.

Additional/Optional

- Wilderness First Aid or Responder
- Maine Guide Training or Certification
- Yoga, Mindfulness, Social-emotional Learning
- Seizure First Aid

Compensation:

Pay is commensurate with experience, though Hearty Roots aims to pay staff competitive wages to honor the important work that we ask our Adventure Mentors to show up for along with the diverse skills, experience, and perspectives they each bring to our team.

The Summer Program Manager is a 32-hour weekly, \$26/hr position from June through August. Mileage reimbursement is also provided. Additional insight into pay rates will be shared during the hiring process.

Schedule:

This position will start in June to support and participate in Summer Adventure Mentor Training. Then, the schedule will align with our Summer programs (see last page of document for full Summer schedule.) Work in the evenings and on weekends may be requested.



Overnight Sessions:

Dates	Session	Gender	Grades	Location
6/30-7/5	Muscongus Navigators	Female-Identifying	Rising 8 + 9	Waldoboro
7/7-7/12	Muscongus Navigators	Male-Identifying	Rising 8 + 9	Waldoboro
7/14-7/19	Muscongus Navigators	All Genders	High School	Waldoboro
7/29-8/9	Muscongus Navigators	All Genders	High School	Waldoboro
8/12-8/15	Biscay Overnights	Female-Identifying	Rising 6 + 7	Bremen
8/19-8/22	Biscay Overnights	Male-Identifying	Rising 6 + 7	Bremen

Day Sessions:

Dates	Session	Gender	Ages/Grades	Location
7/1-7/5	Biscay Explorers	All Genders	Rising 1-3	Bremen
7/8-7/12	Biscay Explorers	All Genders	Rising 1-3	Bremen
7/15-7/19	Sunbeam*	All Genders	Ages 7-18	Bremen
7/22-7/26	Sunbeam*	All Genders	Ages 7-18	Bremen
7/29-8/2	Biscay Explorers	All Genders	Rising 4-7	Bremen
8/5-8/9	Biscay Explorers	All Genders	Rising 4-7	Bremen
8/26-8/30	Biscay Explorers	All Genders	All	Bremen

Work Location:

The Hearty Roots office is located in Damariscotta and programs are run at Osborn Finch Preserve in Waldoboro, ME, and at our Campus for Mindful Adventure on Biscay Pond in Bremen, ME



How To Apply:

Hearty Roots is committed to providing equal access and equal employment opportunities. Hearty Roots values diversity, and unique perspectives and capabilities, and strives to foster an inclusive workplace. People from diverse backgrounds are encouraged to apply. Hearty Roots is an Equal Opportunity Employer.

Interested applicants should send a resume along with a reflection describing why you are interested in working for Hearty Roots to Jess Donohoe, Deputy Director at Jess@heartyroots.org. We are looking to fill this position by the end of May. Applications will be reviewed on a rolling basis until the position is filled.