



## **Four Star Fellowship Program Manager**

Job Title: Four Star Fellowship Program Manager (FPM)  
Supervised by: Executive Director  
MCPI Classification: Exempt, Full-Time  
Compensation: Salaried with Benefits

**Camp for All Kids (CFAK)** is a non-profit 501C(3) organization founded in 1997, committed to promoting racial diversity in the overnight camp community. CFAK provides overnight camp experiences ranging from one to eight weeks that enable Black and Brown youth from historically marginalized communities to experience the joys, challenges and benefits of camp, providing a safe environment that fosters fellowship and social-emotional development.

Camp for All Kids has run on a largely volunteer-run basis since inception, and hired a full-time Executive Director in January of 2021. The organization is finishing a 3-year strategic plan this Fall, and is moving towards significant program and operational growth as a central tenet of the plan. Our current team includes an Operations Director, Development Manager, part-time Program Manager and dedicated Board of Directors. The team is expanding to include two full-time Program Management Roles: Campership Programs Manager and Four Star Fellowship Program Manager, who will collaborate across programs for success and impact.

We deliver on our mission through two core programs: The Campership Program and Four Star Fellowship. The Campership Program currently provides free and renewable experiences for youth in grades 3-12 from Chicago, Cleveland and St. Louis to attend four and eight week overnight camp sessions at seven partner camps in Northern Wisconsin and Minnesota.

### **ABOUT FOUR STAR FELLOWSHIP:**

**Four Star Fellowship** is a one week overnight camp experience in August for teens and their year-round youth development mentors, offered in partnership with Chicago community-based organizations (CBO), schools and three partner camps in Northern Wisconsin. Now in its fifth year, 4SF is expanding in 2023 to serve both young men and young women, and from one to three partner host camps. Our enrollment target for 2023 is 150 youth and mentors. 4SF is poised to scale both in scope and size in the coming years, presenting a professional growth and leadership opportunity for this position as the program grows.

### **POSITION SUMMARY:**

The FPM is a committed collaborator with outstanding operational skills, high emotional intelligence, and the ability to cultivate authentic relationships with and across diverse stakeholders. The FPM works from an innovative, ambitious and growth-oriented mindset, and is a committed racial equity and youth development practitioner and advocate. In line with planned growth, the position presents an opportunity over time for leadership development and program innovation.

The Initial scope includes managing the annual planning and implementation of The Four Star Fellowship Program. The FPM plans and facilitates all aspects of school, CBO, partner host camp, and prospective fellow recruitment, registration and relationship building, as well as contracting and logistics, program assessment, off season touchpoints, and family education initiatives. Workflow has an annual cadence of program design and partner recruitment (October-Dec), participant recruitment and registration (Jan-June), pre-session operations and summer touchpoints (June-Mid August), Session operations (late August) and Program Assessment (Sep). The role will grow to include ideation, collaboration and leadership around additional avenues for impact both during the camp sessions and throughout the school year.

## **SPECIFIC RESPONSIBILITIES:**

### **Partner Recruitment and Relationship-building** (approx 20% of position)

- Act as the main point of contact between Camp for All Kids, existing CBOs and camp partners. Conduct communications around partnership criteria, contracting, recruitment and enrollment goals, process and implementation, and reporting requirements.
- Act as the main point of contact in meeting with prospective new CBO, School and Camp partners with a goal of determining interest level and fit.

### **Participant and Counselor Recruitment and Registration** (Approx 20% of position)

- Discuss, define and track progress toward enrollment targets with each CBO/School partner
- Schedule and facilitate student and family info sessions with each CBO/School partner
- Update and maintain registration platform (Activenet) and timeline including aligned materials (Registration form, medical forms, permission forms)
- Communicate weekly registration updates to partners and CFAK Steering Committee Apr-Jun
- Collaborate with CBO partners to identify and recruit agency counselors to attend 4SF
- Oversee and maintain session rosters

### **Pre-Session Operations and Summer Touchpoints** (20%)

- Coordinate and facilitate individual summer gatherings with partner organization cohorts
- Coordinate and facilitate all-participant launch event for week of session departure
- Coordinate summer parent info sessions with partner org cohorts
- Research and contract fellow and counselor transportation to and from camp
- Recruit and oversee volunteer team for each departure/return location
- Create, communicate and oversee departure/return logistics
- Send bi-weekly summer touchpoints (4-6) to registered fellows and families
- Refine and execute partner CBO and camp contracts and insurance requirements
- Collaborate with camp partners on session logistics and curriculum
- Oversee design, production and distribution of Logo gear for fellows, counselors and camp staff
- Gather and fulfill packing list supply needs requested by Fellows

### **Session Operations** (5%)

- Oversee departure logistics, including snacks and en route meal
- Communicate final rosters to camp partners
- Visit each camp session, spending at least one day at each partner site
- Prepare and distribute logo gear for each travel cohort
- Organize and distribute counselor stipends

### **Program Assessment and Post-Session Operations** (10%)

- Oversee settlement of rental fees to partner camps
- Prepare and facilitate pre and post Fellow surveys dissemination, completion and collection
- Facilitate assessment data analysis and reporting with oversight from the Executive Director. Create reporting materials for assessment results through various lenses (by CBO, age, camp cohort, etc.) for various stakeholder groups.
- Oversee creation of annual program video and photo gallery
- Coordinate internal post-session debrief with Steering Cmt. and external debrief with partners.

### **Strategy and Financial Planning** (20%)

- Collaborate with Executive Director and 4SF Board Steering Committee on evolution of the program to include scale, impact, program goals and curriculum.
- Collaborate with Camperships Program Manager and steering cmt. on ideating and launching new avenues and initiatives arising from the tenets of the strategic plan. These may include strategies and initiatives around alumni engagement, community outreach, peer and professional mentorship, and widening/ extension of the 4SF pathway.
- Collaborate with Executive Director and Steering Committee on each year's budget, enrollment and partnership goals in line with CFAK Annual Plan

- Refine and implement each year's pre/post survey assessments in alignment with Strategic Plan and partner experience/feedback.
- Collaborate with and support Development Manager in grant narratives, reporting, communication, and materials requested or required by funders

### **Program Design and Marketing (5%)**

- Create and disseminate Annual marketing materials (fliers, videos, photo gallery, website, social media)

### **Other (< 2% of the position)**

- Serve as ambassador, representing CFAK to all stakeholders
- Follow CFAK's Code of Conduct
- Attend and actively participate in staff meetings, board meetings and training sessions
- Serve as Strategic internal thought partner for CFAK program and organizational growth
- Respond to communications within one business day. Attend and participate in CFAK events.
- Participate in recommended professional development activities
- Perform other duties as assigned by supervisor.

### **QUALIFICATIONS:**

- Minimum two years experience in Program Management in youth-serving institution/organization.
- Willingness to travel regionally and to attend Four Star Fellowship Sessions in Wisconsin during the month of August. Having a car is a plus.
- Understanding of and commitment to the mission, goals, and values of CFAK
- Proficient use of Microsoft Office, CRM Databases, Google Suite and Social Media.
- Familiarity with and passion for Youth Development work- context, principles, practices
- Familiarity and experience with CPS and Chicago CBO landscape
- Excellent verbal and written communication skills
- Organized, reliable, self-starter
- Strong interpersonal skills and experience working with a variety of personalities.
- Ability to make confident independent decisions, set priorities and time manage team environment
- Background in or experience with outdoor education or overnight camping a plus
- Must reside within 15 mile radius of downtown Chicago

### **WORK ENVIRONMENT:**

- CFAK is currently working remotely and the position will likely remain remote for the foreseeable future with regular cadence of in-person sessions
- Some evening and weekend work required, flex-time provided
- Travel to various environments is required: school buildings, partner organizations and camps
- Employees must undergo background checks, fingerprinting, mandated reporter training, and other related tasks as necessitated by compliance with program partners and funders
- This role routinely uses standard office equipment: computers, phones, photocopiers, printers
- Workplace is a smoke- and drug-free environment
- Equal Employment Opportunity: It has been and will continue to be the policy of CFAK to be fair and impartial in all of its relations with its employees and applicants for employment and to make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. This policy applies to recruitment, hiring, training, promotion, and all other personnel actions and conditions of employment such as compensation, benefits, layoffs and reinstatements, training, tuition assistance, and disciplinary measures. Decisions regarding employment and promotion will be based solely only upon valid job-related factors

### **Compensation and Benefits: \$55,000-\$62,000**

Benefits include: Health Insurance, generous time off, 403B retirement savings account

***Interested Applicants should send a cover letter, resume, and 3 references to [careers@campforallkids.org](mailto:careers@campforallkids.org) by July 10, 2023. NO PHONE CALLS PLEASE***

***\*PLEASE INCLUDE THE POSITION TITLE YOU ARE APPLYING FOR IN THE EMAIL SUBJECT LINE\*\****