

ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for almost 40 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through our integrated policy-plus-practice approach. We build, preserve, and finance affordable housing and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 60+ across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Energy Solutions. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

POSITION

NHT's Community Outreach and Impact team is seeking a dynamic and motivated individual to join our team as a Summer Camp Coordinator at the Galen Terrace Apartments. The ideal candidate will have a passion for working with children and families, along with experience in program planning and implementation. The primary responsibility of the Summer Camp Coordinator is to plan and lead educational and recreational programming for children and teens, with a focus on preventing summer learning loss and promoting academic success.

This seasonal (Summer 2024), full-time position is DC-based, and the program will run Monday through Friday during normal business hours. Due to the nature of the work, this position does not offer remote work options.

RESPONSIBILITIES

PLAN AND IMPLEMENT SUMMER PROGRAM:

- Develop and execute educational and recreational programming for children and teens, mainly summer camp activities. (We anticipate up to 15 children to participate in the summer camp between ages 4-13 years old.)
- Responsible for all programming on a day-to-day basis with the Guidance from The Resident Service Coordinator.
- Supervises and monitors all camp participants.
- Maintains a schedule for camp participants.
- Facilitate and creates lessons plans and programming for daily activities.
- Coordinate summer camp activities focused on preventing summer learning loss and exposing participants to new experiences.
- Implement a Teen College and Career Readiness program to assist students in achieving high school graduation and pursuing post-secondary opportunities aligned with their interests and goals.
- Promote camper participation in ALL activities.

Summer Camp Coordinator

FACILITATE COMMUNICATION WITH PROGRAM PARENTS AND RECRUIT FOR PROGRAMS:

- Maintain regular and positive communication with program parents, providing updates on programs and events.
- Produce a monthly calendar of events and opportunities for families.
- Seek parent input on programming decisions and actively recruit youth to participate in programs.

MAINTAIN PARTNERSHIPS:

- Foster relationships with local schools, community partners, and vendors to enhance program offerings.
- Collaborate with DCPS, Charter School teachers, and counseling staff to bring relevant workshops and activities to the community.

SUPERVISE SUMMER CAMP COUNSELORS, INTERNS, AND VOLUNTEERS:

- Coordinate and oversee the activities of summer camp staff, including counselors, interns, and volunteers.

MAINTAIN COMMUNITY SPACES AND EQUIPMENT:

- Ensure that program participants maintain cleanliness and care for community spaces and equipment.
- Coordinate technical support for equipment adjustments, repairs, and upgrades as needed.

COLLECT DATA FOR REPORTING PURPOSES:

- Compile relevant data for monthly program outcome reports.
- Assist in completing monthly and ad-hoc reports in a timely manner.

OTHER DUTIES AS ASSIGNED.

DOES THIS SOUND LIKE YOU?

If you meet the qualifications below and are passionate about making a positive impact on the lives of children and families, we encourage you to apply for this exciting opportunity at Galen Terrace Apartments.

- Experience and education can be interchangeable. A bachelor's degree in education, Youth Development, or related field is preferred. However, equivalent experience in leading and implementing programs for at least 4 years may also be considered. This requirement may be flexible based on the candidate's qualifications and the needs of the position.
- Experience tutoring youth and reporting outcomes.
- Passion for working with youth and families.
- Strong problem-solving skills and creativity.
- Proficiency in technology, including Microsoft Office programs.
- Strong interpersonal and organizational skills.

ADDITIONAL QUALIFICATIONS DESIRED:

- CPR/First Aid training; food handling certification.
- Experience teaching arts, music, or other creative disciplines.

Summer Camp Coordinator



COMPENSATION

This is a full-time, seasonal (Summer 2024) position and pays \$20/hour.

All offers are contingent upon clear results of a background check.

JOIN US

[Apply for This Job.](#) No phone calls, please.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.

NHT requires staff working at properties to maintain 'Up to Date' COVID-19 vaccination status, following the CDC guidelines, unless they are eligible for an accommodation due to a disability or sincerely held religious belief or practice that prevents them from receiving the vaccine.