



**Position Description**  
**Summer Camp Manager**  
**Full-Time Temporary Position: May 15- August 2, 2024**

The Foundation for International Understanding Through Students (FIUTS) advances international understanding through cross-cultural experiences, student leadership, and community connections. FIUTS builds a diverse and active global community, engages students and community members in dialogue and exchange, and promotes citizen diplomacy in the Puget Sound region. A nonprofit organization founded in 1948, FIUTS has been creating opportunities for international exchange in our region for more than 75 years. For more information about FIUTS, visit [www.fiuts.org](http://www.fiuts.org).

**Commitment To Equity, Diversity, and Belonging**

FIUTS is an equal opportunity employer, committed to building a team that represents a variety of backgrounds, perspectives, lived experiences, and skills. We believe that diversity on our staff is critical to our strength as a global organization, and we welcome the unique contributions that you can bring in terms of your culture, ethnicity, race, nation of origin, languages spoken, religion, disability, sexual orientation, and gender identity and expression.

**About the position**

The Camp Manager will oversee preparation and day-to-day operations of the FIUTS Uaiakinan ao Uarokoan Toronibwaia I-Kiribati (UUTI). This month-long summer camp will welcome 50 youth and adult participants to Seattle for a unique and intensive month-long exchange focused on English language and leadership skills. The Camp Manager will work closely with staff, volunteers, and campers to create a safe, engaging, and inclusive environment, with a

**About You**

You are an experienced program manager who is passionate about supporting emerging youth leaders and education programs. You have strong cross-cultural skills and experience working with international populations, preferably with Pacific Island/Micronesian cultures. You have strong written and verbal communication skills and balance a high level of professionalism with a passion for hands-on work with youth populations.

**Essential Duties and Responsibilities**

- Collaborate with the full-time staff team to implement an engaging and impactful summer camp experience for 50 youth and adult participants from Kiribati. Ensure that all camp programming meets the overall goals of the program agreement.
- Arrange camp logistics, including lodging, speakers, meals, supplies, ground transportation, technology, classroom space, cultural events, and group events.

- Work as part of the staff team to recruit temporary camp assistants, English teachers, and other camp staff; prepare and deliver training and onboarding for camp staff and volunteers.
- Ensure a safe and secure environment for campers and staff by enforcing health & safety protocols and responding effectively to any health and safety issues or concerns. Coordinate emergency preparation and response if necessary.
- Design participant materials, including pre-arrival messaging, welcome packets, orientation presentations, site visit information, and meeting materials.
- Create content for the FIUTS Blog or social media channels to share program impact.
- Complete administrative duties as needed, including payment and budget management, record-keeping, and reporting; collect participant feedback before, during, and after programs.
- Communicate relevant program updates to all staff and participants.
- Foster a positive and inclusive camp community where campers feel valued and respected.

**Qualifications:**

- Minimum two years of relevant experience in educational program management or camp programming for youth or university-level students.
- Strong organizational skills with an ability to work independently and collaboratively in a constantly shifting environment.
- Detail-oriented with strong follow-through and demonstrated ability to solve problems.
- Proficiency and comfort with Microsoft Office, social media and communication tools, Canva, and online software.
- CPR and First Aid certification preferred.
- Flexibility to work on-call and evenings and weekends as required.
- Commitment to global engagement and cross-cultural dialogue; Experience living and working in the Pacific Island/Micronesia Region a plus.
- Valid WA state driver's license.
- A criminal background check is required for this role.

**Compensation, Benefits, and Hours**

This is a full-time temporary position, averaging 25-30 hours per week in May/June/August and 40 hours per week during the month-long camp June 28-July 26.

Hourly Rate: \$27 per hour. Benefits include transit pass and several meals during camp.

Applications will be accepted until the position is filled; for priority consideration, send a resume and cover letter in pdf format via email by **Monday, April 22.**

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