People Need People
AADAP, Inc.

Job Description

Job Title:	Camp Coordinator (Outdoors/YCA)	**Exempt / Non-Exempt:**	Non-Exempt
Department:	YFP	**Benefits:**	Full Package Benefits
Location:	5311 S. Western Ave. Los Angeles, CA 90062	**Travel Required:**	Yes
Level/Hourly Rate Range:	$29.41 - $34.11	**Position Type:**	Full Time
Date Posted:	1/1/26	**Posting Expires:**	Until filled

External Posting URL:	www.indeed.com, www.handshake.com, Linkedin.com
Internal Posting URL:	www.aadapinc.org

Applications Accepted By:

Fax or Email:
FAX: 323.295.4075
Email: hr@aadapinc.org
Subject Line: Job Application

Mail:
ATTN: Hanna Putsilava, HR
AADAP, Corporate Office
2900 Crenshaw Blvd.
Los Angeles, CA 90016

Job Description

Summary

The Camp Coordinator assists the Director in the day to day operations of the Youth Community Access program (YCA), the efficient flow of program expenditures, services and monthly reports, organizes and maintains project case files, records and data entry in the web based system; monitors staff performance to meet the program goals and objectives, supervises staff and provides necessary program, personnel, or administrative interventions when necessary. The Camp Coordinator is responsible for the functioning and supervision of the Youth Community Access program (YCA) program. The Camp Coordinator will develop and maintain relationships with the California Natural Resource Agency, GRYD, schools and other entities in the community to better serve the participants. The Camp Coordinator shall ensure the delivery of Outdoor experiences to youth ages 10 to 18 years old. This position is responsible for strategic planning, coordinatin of Outreach Events, Community Events, Trail hikes, Camping and Recreational excursions.

Role and Responsibilities

1. COORDINATE PROGRAM ACTIVITIES (50%):
   a. Monitor progress of action steps and ensure that efforts are consistent with the goals and objectiv set forth by staff and volunteers.
   b. Ensure that activities are coordinated among staff to provide Outdoor outing and field trips.
   c. Ensure that staff are kept up-to-date on all relevant events, activities, dynamics, and changes in program structure.
   d. Guide staff through Outdoor experiences implementation and program outings.
   e. Participate in all meetings and training relevant to the target population and geographic area.

2. COORDINATE DIRECT SERVICES (20%):
   a. Supervise staff in the development, implementation, coordination, and evaluation of the Youth Community Access program (YCA) program.
   b. Act as liaison between agency services and local schools as well as other entities.
   c. Monitor the quality and quantity of services, and take appropriate actions to ensure that contract requirements, goals and objectives are met on a monthly basis.

3. PERSONNEL (15%):
   a. Oversee the hiring process for line staff.
      1) Ensure that job descriptions are posted in a timely manner, with accurate information.
      2) Screen candidates for eligibility
      3) Schedule and Interview potential candidates for program positions.
      4) Write hiring recommendations, EAF and termination per the Director

   b. Supervise Secondary level, and Primary level Unit staff.
      1) Meet with staff on a regular basis to monitor performance and provide interventions when necessary
      2) Assess training needs
      3) Conduct annual performance evaluations consistent with agency policy.

   c. Coordinate staff development and training
      1) Keep track of the YCA services and other assigned contract requirements.
      2) Ensure that staff training is relevant and approved by the Director.
      3) Monitor training costs, to ensure that they are within FTE allocation.
      4) Mandate and recommend staff to participate in training and other outside training.

4. ADMINISTRATION (15%):
   a. Submit billings and reports as required
   b. Monitor and review YCA case files and data entry.
   c. Monitor Camp Counselors performance
   d. Ensure all expenditures are approved by the Director
   e. Supervise staff in the development and implementation of YCA services.
   f. Assist the Director in the completion of all contract negotiations.
   g. Assist the Director in proposal writing, and fund seeking.
   h. Represent YFP and/or Agency at outside community functions.
   i. Perform the duties of the Director in her/his absence.
   j. Provide training, technical assistance, and support staff.

Qualifications and Education Requirements

   a. Six-year college education related to field or equivalent work experience related to field.
   b. Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
   c. Valid Class "C" Driver's license, Calif. Minimum Automobile Insurance, and an appropriate motor vehicle.
   d. **Must be able to work a flexible schedule including some weekends and evenings.**
   e. Must have at least three (3) years of recovery or a drug free lifestyle as of the date of application.
   f. Must be able to work with people of diverse cultural, educational, social, and economic backgrounds.
   g. Demonstrated knowledge and skill in computer operations.
   h. Requires at least two years of supervision experience.

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Preferred Skills

- Bilingual or bicultural capabilities with Los Angeles County threshold languages: Arabic, Armenian, Cantonese, Farsi, Urdu, Khmer (Cambodian), Korean, Mandarin, Russian, Spanish, Tagalog, Vietnamese, and other Chinese languages.
- Valid Commercial Class "B" or Class "C" Driver's license.
- Familiar with the program target area and lives in the target area

General Requirements and Knowledge, Skills, and Abilities (KSA's):

- Permanent resident or U.S. Citizen; proof of work eligibility upon hiring.
- Must provide proof of full vaccination and 1st Booster against Covid-19 upon hiring.
- Ability to get along well with others, be punctual, pleasant, and tactful with professional appearance and conduct.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, clients and their families, community organizations, and the general public.
- Ability to be culturally competent of age groups, gender identity, sexual orientation, spiritual beliefs, socioeconomic status, and diverse cultures.

Physical Requirements: Light Duty

Must be able to remain in a stationary position 50% of the time, which includes repetitive data entry with computers. The position frequently communicates with customers and/or coworkers and must be able to exchange accurate information in these situations. This class is intended for positions requiring light physical effort, which may include occasional lifting to a 10-pound limit, and some bending, stooping, or squatting and occasionally ascends/descends ladders and staircase.

AADAP, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND ADHERES TO HIRING PRACTICES IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS

Department Director:		Date: 1/29/24	
Fiscal Director:		Date:	
HR Director:		Date:	
Employee Acknowledgement:		Date:	