

**CLEMSON UNIVERSITY**

**New Horizons**

### Recreational Coordinator

**Location Summerton, SC**

**Purpose and Scope**

This position oversees and coordinates the day to day, food service, hospitality and maintenance functions of the programs and facilities for the Youth Learning Institute’s New Horizons program as a residential instructor at Camp Bob Cooper. This position reports to the Assistant Director of the New Horizons Family Center. You can go to the New Horizons program website at <http://www.clemson.edu/yli/newhorizons> and our institute website at [www.clemson.edu/yli](http://www.clemson.edu/yli)

## Responsibilities

* Oversees the overall development of the mothers and children at the center.
* Compile participant evaluations and complete necessary reports as needed by the Department of Social Services
* Oversee food service and food preparation for mothers and infants; work to improve food quality and service; monitor food service costs on a per plate basis; and coordinate training for those involved in food service and preparation; facilitate S.N.A.P. program
* Coordinates with administrative staff to ensure timely and accurate correspondence and reporting; coordinate master New Horizons’ schedule for participants appointments; participates in weekly team meetings; and participates in staff orientations, trainings, and meetings.
* All other duties assigned by the New Horizons Family Center Director

**Qualifications:**

* Be at least 21 years of age and possesses a BA or BS degree(preferred), experience in youth care, social work and/or counseling preferred.
* Ability to supervise staff and oversee programming.
* Experience in or knowledge of resident camping or related areas.
* Ability to plan, organize and maintain living facilities for young mothers and infants.
* Ability to establish and maintain effective working relationships.
* Ability to communicate effectively with staff and clientele.
* A desire to have a positive impact on youth-at-risk.

**Salary: $275-$325 per week plus room, board, and insurance.**

If interested please send your resume to Sara Davis by fax at (803) 478-2559 or by email at sdavis4@clemson.edu .