THINK CITY MAYOR

**Department/Program:** Camp Wediko  
**Reports To:** Think City Coach/Director  
**Job Category:** Manager/Exempt  
**Status:** Temporary/Seasonal

**Job Summary**

The Think City Mayor provides hands-on supervision and leadership for the Think City program which runs 4 days a week for 90 minutes each day at Camp Wediko between July 5 – August 18.

**Essential Functions**

- Provides orientation and training to teaching affiliates and general staff during the camp orientation week (6/27 – 7/5)
- Provides visible, hands-on leadership during program hours to staff and campers
- Leads individual and group supervision meetings as needed with teaching affiliates
- Develops, articulates and maintains the Think City program culture, goals and methods throughout the summer
- Provides the guidance and structure that teaching affiliates need to develop consistent and predictable structures, routines and rituals for each classroom
- Under the guidance of the Think City Coach, creates and assists to implement lesson plans that align with the program-wide curriculum
- Assists to manage conflicts and safety concerns during program time with the goal of minimizing classroom disruption
- During program time, directs residential counselors and other staff members to intervene with children, manage behavior and fulfill other responsibilities as needed
- Participates in educational conferences/meetings for select campers. Provides written documentation related to educational plans for select campers.
- Oversees the completion of end-of-summer academic reports for each camper
- Supports cabin groups and larger community needs when Think City is not in session
- Evaluates teaching affiliates the end of the summer

**Minimum Requirements**

- Previous experience in Think City preferred
- Educational or professional background in teaching or a related profession preferred
- Working general knowledge of special education and individualized education plans (IEPs)
- Strong communication, interpersonal and leadership skills
- Strong organizational skills
- Ability to approach challenges in a supportive and creative manner
- Comfortable with visible leadership and public speaking
**Abilities Required**

Employees are responsible for transportation to one of the pickup and drop off locations at the beginning and end of the summer. During the summer, on days off, employees are responsible for acquiring transportation to/from the New Hampshire campus. A driver's license is convenient; but it is not necessary to perform work responsibilities. The majority of work is outdoors in a rural environment, which means exposure to heat in summer. Duties may require employees to be outside during adverse weather. The duties of the position involve standing for the vast majority of the work period. Employees are required to physically escort or hold students therapeutically to prevent students from being a danger to self or others. Employees may be required to move equipment 50lbs or more. Employees may be exposed to high noise level for extended periods of time related to event type.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations. Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, limitations related to the disability and the ability of Wediko Children’s Services to accommodate the limitation.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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<th>Approved By:</th>
<th>Michelle Kohut</th>
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<td>Date Approved:</td>
<td>March 2020</td>
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<td>Date Reviewed:</td>
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