

WORLD FELLOWSHIP CENTER

P.O. Box 2280
Conway NH, 03818
www.worldfellowship.org

Position: Children's Fellowship Manager

About The Organization:

World Fellowship Center is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

Mission and Vision

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

Position Summary:

This position is responsible for creating a safe, dynamic, and enriching experience for attending visitors aged 3-12. Programming should be a mixture of social justice educational activities, body movement, local scenery exploration, and art activities. Children's Fellowship is open 6 days a week, 5 hours per day, with additional time allocated for prep, clean-up, and planning. This position sits on senior staff and collaborates with the Executive Director and other leadership positions, reporting directly to the Staff/Personnel Coordinator.

The Children's Fellowship Manager contract is from mid June - Early September. Priority is given to candidates who will be available for that entire window.

Key Responsibilities:

- Create and promote a schedule of age-appropriate and mission aligned children's activities
- Ensure the safety of the children within care, have up to date plans and procedures
- Provide care for up to 15 children, creating a fun and brave space for all involved

- Prepare adaptable programming that is responsive to the number, ages, and needs of children attending as well as the weather - taking into account the requests of adult guardians and other relevant factors
- Work with Covid Safety Officer on safety plans for children, parents, and staff
- Oversee the care and maintenance of the Children's Fellowship building.
- Check in with adult guardians before and after programming
- Attend and participate in weekly staff meetings and weekly senior staff meetings
- Other duties as assigned

Qualifications:

- Experience working with children between the ages of 3 and 12
- Ability to support a dynamic range of physical, emotional, mental, developmental, and cultural needs and experiences that children have
- Experience in, or enthusiasm to learn about, children's programming with an environmental and social justice lens
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Strong communication and collaboration skills
- Time management skills and a desire for efficiency
- Basic knowledge of common allergens
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Ability to move across campus, indoors and outdoors, multiples times per day including frequent stair use
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

Desired Skills and Qualities:

- CPR and First Aid certified
- Formal training in early childhood education

Compensation and Benefits: \$700-\$800 weekly salary, depending on experience. Room and Board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

Application Instructions:

[Please fill out this google form.](#) If you have any questions or difficulties with the form, please contact [hiring@worldfellowship.org](mailto: hiring@worldfellowship.org).