



## OUR SAVIOR LUTHERAN

Church and School

Learn, Live, Share...Christ

7910 E. St. Joe Highway  
Lansing, MI 48917  
517.882.8665  
OurSaviorLansing.org

**Job Title:** School-Age Activity Manager (Summer Camp & After-School)

**Position Type:** Part-Time (25 hours/week), Grant-Funded

**Schedule:** Flexible based on program needs, including some late-afternoon and summer daytime hours

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### Position Overview

The School-Age Activities Manager is responsible for supporting the successful operation of both the summer camp and after-school program. This role focuses on planning and implementing engaging activities, supervising staff and participants, and ensuring compliance with grant requirements. The Manager works closely with the Program Director to maintain high-quality programming and meet all operational, reporting, and regulatory expectations.

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### Key Responsibilities

#### Program Planning & Implementation

- Develop, coordinate, and implement age-appropriate activities for summer camp and after-school participants
- Ensure programs are engaging, inclusive, and aligned with youth development best practices
- Monitor program quality and make adjustments as needed

#### Staff & Participant Supervision

- Supervise program staff and provide ongoing guidance and support
- Ensure safe and positive environments for all participants
- Maintain appropriate staff-to-child ratios and oversee daily operations

#### Grant Compliance & Administration

- Assist the Director in meeting all requirements of the Out-of-School Time (OST) 32n grant
  - Attend required grant meetings and trainings
  - Maintain accurate attendance and financial records in accordance with grant guidelines
  - Support grant re-application processes, including documentation and data collection
  - Ensure overall program compliance with grant, licensing, and organizational standards
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### Qualifications

- Experience working with school-age children in after-school or camp settings
  - Previous supervisory or leadership experience preferred
  - Strong organizational and communication skills
  - Ability to manage multiple responsibilities and meet deadlines
  - Familiarity with grant-funded programs or reporting requirements is a plus
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### Compensation & Benefits

- Competitive salary based on experience
  - Benefits package available
  - Flexible scheduling within a 25-hour work week
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### Work Environment

This position operates in a dynamic youth program setting, including both indoor and outdoor environments during after-school hours and summer camp programming.

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**Join our team and help create meaningful, engaging experiences for youth in our community!**

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