



Adolescent & Young Adult (AYA) Program Associate Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency, and camp policies.
- Serve as a role model and provide support to camp volunteers.
- Commit to fostering a community that celebrates our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by AYA leadership.
- Comply with and remain flexible with COVID-19 specific precautions and requirements throughout the program, as outlined/advised by the CDC and the Hole in the Wall Medical Team.
- All positions are residential and hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The AYA Program Associate is responsible for the implementation of the Junior Staff (JS) and Champion's Journey (CJ) programs. They will work collaboratively with staff to ensure high quality and replicable programming each session while maintaining flexibility to make necessary adjustments. This position will engage in all aspects of programming and foster a strong community amongst staff, volunteers and participants. The AYA Program Associate position requires the ability to work both independently and as a part of a team, as well as strong organizational, communication and teamwork skills.

Job Responsibilities

General Responsibilities

- Attend mandatory high ropes training and orientation. Orientation will overlap with Journey program and Camp orientations while also engaging in position-specific onboarding.
- Thoroughly complete the end of the summer evaluation prior to contract end date.
- Point person for AYA volunteers throughout the week for JS and CJ programs.
- Responsible for opening and closing day tasks and coordination.
- Communicate inventory levels to AYA leadership for ordering supplies.
- Complete/assign all participant and volunteer reports, behavior reports and incident reports and ensures completion and submission by the end of each session.
- Prompt attendance at all scheduled activities and meetings.
- Provide consistent engagement with participants throughout each session.
- Adherence to all policies in the Camp manual.
- Assist in planning and facilitation of staff orientation as needed.
- Willingness to request and put into action help, advice and feedback from peers or support staff.
- Perform ongoing program evaluation and adjusts/improves activities accordingly throughout the summer.

Junior Staff Responsibilities

- Facilitate and debrief leadership and teambuilding activities for groups of 10 to 25 participants.
- Coordinate with workshop presenters and effectively communicates the workshop outcomes and adaptations needed for participants.
- Oversee the daily activities and ensures the safety of all Junior Staff participants. This includes, but is not limited to, living in a private adjoining room to participants and being available for overnight participant needs.
- Select, coach and collaborate with cabin and program staff who are serving mentors for participants.
- Evaluate Junior Staff performance and delivers regular feedback and coaching to participants.
- Work closely with various departments (Admissions, Residential Life, Programs) to facilitate the logistics of participant placements, arrivals and departures.

Champion's Journey Responsibilities

- Check in and collaborate with program staff engaged in mastery project assistance.
- Adapt program activities according to participant ability levels.
- Oversee the daily schedule to make changes in collaboration with AYA leadership based on group needs and weather.
- Coordinate with Camp leadership for any programs that overlap with Camp program.
- Confirm and discuss roles and responsibilities with staff each day.

- Lead debriefs of the previous sessions and make program changes accordingly.
- Support staff with planning and facilitating assigned activities.
- Work with the AYA leadership and staff in overseeing and prepping program activities.
- Ensure program activities accomplish outcomes and are successfully integrated into the Camp setting.
- Fill in for Champions Journey staff during their time off or unplanned absences.

Reports to

The AYA Program Associate is directly responsible to the AYA Coordinator and AYA Director.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.