



Adolescent & Young Adult (AYA) Journey Program Coordinator Job Description

Job Requirements

- Must be at least 18 years of age (preferably with an active driver's license).
- Must be physically and mentally capable to handle the care of participants.
- Experience in program development, experience with adaptive programming for adolescents with physical and cognitive challenges is a plus.
- Prior leadership experience within multi-person teams and demonstrated ability to manage projects and assign tasks to ensure the team is working “smarter, not harder” is a plus.
- The ability to multi-task and prioritize workday/projects independently.
- Strong organizational and administrative abilities.
- Strong written and verbal communication skills.
- A familiarity with key software and database resources (e.g. Microsoft Office 365 Suite, Teams, Form Assembly, Salesforce, etc.) and adaptable digital skills.
- Able to work fully onsite—this is a residential position—from May – August.
- Able to work outdoors in a variety of weather conditions (hot, cold, stormy).
- Able to operate a computer for extended periods with appropriate breaks.
- Able to frequently lift up to 50 pounds.
- Commit to fostering a community that celebrates our Camp values, which are inclusion, gratitude, possibility, friendship and safety.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.

Job Summary

The Journey Program Coordinator will continually review and help lead Hero's Journey and Champion's Journey summer programming in cooperation with the AYA Director. This position will serve as a logistics lead, proactively planning, communicating and leading adaptations of activities due to weather, safety or other factors. Ideal candidates will have the ability to foster and empower a strong community amongst staff, volunteers and participants and will have prior experience camping and/or in outdoor recreation.

Job Responsibilities

- Prepare indoor and outdoor program sites for summer Journey program season.
- Assist the AYA Director to lead continual planning and execution of enhancements to current programs.

- Assist the AYA Director to plan and facilitate a comprehensive, experiential orientation for all AYA seasonal staff and volunteers.
- Create session-specific schedules and assignments as related to program schedules, time off schedules, opening and closing duty assignments, and other needed documentation for project management and workflow.
- Partner with Medical, Dietary Support Intern, and kitchen staff each session to create comprehensive menu and dietary plans to ensure all dietary needs are accommodated.
- Serves as resident “logistics guru,” prepared to communicate and enact emergency, program, weather, and other plans, as deemed necessary by the AYA Director and Camp Director.
- Plan and coordinate each Hero’s Journey session’s keystone “mock rescue” wilderness first aid scenario with Ashford FD, Connecticut State Police LifeStar, and internal Camp staff.
- Serve as resident “Wilderness First Aid” expert and provide training and coaching to staff to ensure strong, engaging program facilitation. Current WFA certification or willingness to complete certification at Camp’s expense is required.
- Serve as an “Adventure Team” leader to ensure safe facilitation of high and low ropes course certification. Must complete Camp-provided weeklong ropes course training at Camp’s expense.
- Manage program supply inventory, serving as staff lead for care and keeping of all AYA assets and supplies. Ensure Journey programming has supplies needed to be successful and take lead on ordering all Journey program-related materials.
- Assist with the research and evaluation in implementing measurement tools to evaluate program success and stakeholder satisfaction for all AYA programs; create and implement data-driven changes to improve and grow programs.
- Provide ongoing feedback and recommendations to improve program quality and efficiency, and in partnership with AYA Director, implement improvements in real-time.
- Teach, model, and adhere to all organizational policies and procedures as stated in the Seasonal Staff Handbook.
- Communicate and demonstrate the organization's mission, AYA program goals, and create an intentional community for staff and participants in a strong social context of "Safety, Respect, and Love".
- Assist with special projects and perform additional duties as assigned.

Reports to

The Journey Program Coordinator reports directly to the 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.