



## Admissions Support Job Description

### Job Requirements

- Must be at least 18 years of age.
- Must be familiar with and enforce all safety, emergency, and camp policies.
- 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 Camp leadership.
- Self-motivated and directed, strong communication skills required.
- 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

Provide overall administrative support to the Admissions Department and Camp as needed. In fulfilling these responsibilities, the Admissions Support will, at all times, model and transmit the Camp culture of safety, respect and friendship.

### Job Responsibilities

- Provide general administrative support for Admissions Department.
- Assist Director of Camper Admissions and Admissions Coordinator in the detailed data entry for program participants.
- Assist with telephone duties by fielding questions, taking messages and forwarding to appropriate persons.
- Calling to confirm pickups/drop offs for scheduled buses.
- Process requests for transportation support.
- Manage quick response and notice of receipt to all incoming applicant paperwork – individuals and groups.

- Assist with the mailing of lost and found items.
- Assist with opening and closing day responsibilities. Interacting with parents/caregivers dropping off/picking up their child and checking IDs.
- Accounting for campers being onsite by distributing name tags/taking attendance.
- Responsible for knowing and adhering to the policies and procedures contained within the Camp Manual.
- Maintaining confidentiality in regard to medical information of campers, families and staff.

### **Reports to**

The Admissions Support position is directly responsible to the Director of Camper Admissions.

### **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.