



THE HOLE IN THE WALL GANG CAMP

Program Pal Job Description

Job Requirements

- 19 years of age or completion of one year of college (unless otherwise specified).
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values: camaraderie, appreciation, possibility, and safety.
- Be flexible with the changing needs of the program.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.

Job Summary

Program Pals are responsible for the planning, implementing, and facilitating an outcome-based curriculum for their respective program area. Program Pals will collaborate with both full time and seasonal staff to ensure appropriate programming for campers.

Job Responsibilities

- Be responsible for the care and supervision of campers and staff participating in your specific program area.
- Plan an outcome-based curriculum relevant to program area.
- Help create and foster an environment that promotes inclusivity, safety, and participation.
- Plan, implement, and adapt outcomes-based programming for children of all abilities, and adults.
- Work effectively both individually and as part of a team.
- Collaborate with Family Guide, Volunteers, and Medical Staff to ensure appropriate programming for campers.
- Ensure the cleanliness and organization of assigned program area.
- Prepare program areas before scheduled activity times.
- Prompt attendance at all scheduled activities.

- In collaboration with the Program Coordinator maintain inventory and ordering of program supplies.
- Maintain communication with Program Coordinator about program needs, program development, and weather plans.
- Be flexible in planning and scheduling.
- Provide consistent engagement with participants throughout each session.
- Lead, organize, and suggest a varied series of creative games and activities for rainy days and downtime.
- Attend all required meetings.
- Actively participate in and help facilitate all day and evening programs as required by the Program Coordinator
- Complete a closing document for your program area including duties and responsibilities of program staff, rules, regulations, and procedures.
- Collaborate as equals with other family guides, volunteers and program staff in the operations of the cabin and unit.
- Review group/personal goals and objectives with the Program Coordinator on a consistent basis.

Reports to:

The program pals are directly responsible to the Program Coordinator.