



THE HOLE IN THE WALL GANG CAMP

Hero's Journey® program Program Support Job Description

Job Requirements

- 18 years of age
- All staff are required to have received the COVID-19 vaccine and be fully vaccinated prior to commencing employment.
- 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 Hero's Journey® program community.
- Commitment to foster a community that celebrates inclusivity and 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 Hero's Journey leadership.
- 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.
- All positions are residential and are hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

As a member of Camp's Seasonal Leadership Team, this person will work closely with the Hero's Journey Program Coordinator to provide logistical support. When the Program Coordinator and Manager are not at basecamp, they will become the point person and resource for the staff and provide updates to the Program Coordinator as necessary. They will provide programmatic support where necessary and work collaboratively with staff to ensure high quality and replicable programming each session, while being flexible to make adjustments as necessary. This person will also be engaged in all aspects of programming and foster a strong community amongst staff, volunteers, and participants. This person will assist in the facilitation of orientation.

Job Responsibilities

- Attend mandatory high-ropes training and orientation.
- Point person for volunteers throughout the week and assist in volunteer orientation.
- Teach proper fire-starting techniques when first arriving at basecamp.
- Adherence to schedule.
- Provides logistical support to the Program Coordinator including:
 - Communicating participant's dietary needs to staff.
 - Ensuring all meal ingredients are present at basecamp.
 - Creating meal task groups.
 - Taking on the role of absent staff and providing role support.
 - Responsible for opening and closing day tasks and coordination.
- Communicates inventory levels to the Program Coordinator for ordering.
- Make sure all camper reports, behavior reports, incident reports are completed and submitted at the end of each session.
- Acts as the point person and resource for the staff and program in the absence of the Program Coordinator and Manager and provides updates to the Program Coordinator as necessary.
- Assist staff at all levels of the Hero's Journey program with any participant behavior related issues.
- Promote Hero's Journey program themes while taking part in all initiatives and activities when possible as demonstrated and practiced during Hero's Journey program orientation.
- Help maintain basecamp cleanliness culture.
- Prompt attendance at all scheduled activities.
- Maintain inventory of role specific supplies.
- Provide consistent engagement with participants throughout each session.
- Communicate relevant observations of participant's experience at morning meeting.
- Adhere to all policies in the Camp manual.
- Review group/personal goals and objectives with the Program Coordinator on a consistent basis.
- Complete camper and volunteer evaluations as assigned.
- Thoroughly complete the end of the summer evaluation prior to contract end date.
- Complete a thorough clean-up and equipment organizing after each session.

Reports to

- The Hero's Journey Program Support is directly responsible to the Hero's Journey Program Coordinator & Manager.

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.