



THE HOLE IN THE WALL GANG CAMP

Leader in Training Coordinator 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 Camp volunteers.
- 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 Camp 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

The Leader in Training (LIT) Coordinator is responsible for the planning and implementation of the Leader In Training Program, which runs concurrent with the traditional camp program and is open to former campers ages 17-18. This person will be responsible for the supervision and safety of all LIT participants during their time at camp. The LIT coordinator 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:

- Plan and implement seven, one-week-long programs designed to develop leadership skills for former campers ages 17-18.
- Facilitate and debrief leadership and teambuilding activities for groups of 8-10 participants, utilizing both already existing and newly created materials.
- Oversee the daily activities and ensure the safety of all LIT participants. This includes, but is not limited to, living in a private adjoining room to participants and being available for participant needs overnight.
- Select, coach and collaborate with cabin and program staff who will act as mentors for participants.
- Guide and collaborate with LIT program volunteers, when applicable.
- Evaluate LIT performance and deliver regular feedback and coaching to participants.
- Perform on-going program evaluation and adjust/improve activities accordingly throughout the summer. Document all activities and outcomes for use by future LIT program staff.
- Work closely with various departments (admissions, residential life, programs) to facilitate the logistics of participant placements, arrivals and departures.
- Report any concerns related to participant physical, mental or emotional well-being to the appropriate full-time staff immediately.
- Assist in planning and facilitation of staff orientation, as needed.
- Be willing to request help, advice and feedback from peers or support staff. It truly takes a village!
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Serve as a leader/role model for our camp community.
- Attend all staff meetings and perform any other duties deemed necessary by the camp director and assistant camp director.

Reports to:

The Leader in Training Coordinator reports directly to the Assistant Camp 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.