



## THE HOLE IN THE WALL GANG CAMP

### Seasonal Program Team Associate 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 early May to mid-August.

#### **Job Summary**

The Seasonal Program Team Associate is a member of the leadership team who works in conjunction with the Program Coordinator to support program staff. The Program Team Associate assures program areas remain safe and organized as well as provide innovative and engaging camp program activities, while fostering a strong community. This 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:**

- Act as an active and integral member of the program team (participate in weekly meetings, planning meetings, etc.).
- Work in conjunction with the Program Coordinator to support and evaluate the program staff and support the Program Coordinator in other assigned tasks.
- Assist in the compilation of necessary certifications for program staff in the following areas: Pool, Boating and Fishing, Equestrian, Archery, and Adventure. Additionally, be trained in as many of these as possible.
- Be familiar with and oversee the maintenance of Hole in the Wall Gang, SeriousFun, and ACA standards for safety in program areas.
- Assist in planning and facilitating all staff orientation and program orientation.
- Assist in the preparation of program areas for summer. Assure program areas remain safe, organized, and stocked throughout the summer.
- Create weekly session schedules for all of Camp.
- Assist with collection of end of summer documents for all program areas including summary of program area activity plans, wish lists, and beginning and ending inventories.
- Work with program staff and residential life staff to provide intentional, fun, and safe camp events.
- Provide support and guidance to program counselors, including hands-on program support when applicable.
- Work with any outside vendors and programs associated with Camp.
- Be responsible for knowing and adhering to policies and procedures contained in the camp manual.
- Demonstrate clear organizational skills, flexibility, time-management, and computer skills.
- Serve as a leader/role model for our camp community.
- Assist in opening and closing day procedures.
- Attend all staff and leadership meetings.
- Perform any other duties deemed necessary by the camp director and assistant camp director.

**Reports to:**

The Program Team Associate 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.