



THE HOLE IN THE WALL GANG CAMP

Volunteer 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 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.
- A valid driver's license and ability to operate Camp approved vans.
- Ability to assist in transportation process for participants that are symptomatic or positive for COVID-19.
- 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-June to mid-August.

Job Summary

The volunteer support assists with the coordination of the residential volunteer opportunities associated with the Summer Program. She/he will provide administrative support and will work alongside the volunteer coordinator to welcome, train, supervise, and thank those volunteers that are supporting multiple departments and filling a variety of roles. The volunteer support will be responsible for coordinating and executing all camp-related drives, requiring strong organizational skills, flexibility, computer skills, and ability to plan effectively.

Job Responsibilities:

- Assist in planning and facilitation of staff orientation.
- Assist in planning and facilitation of weekly volunteer orientations.
 - Print and organize materials and nametags.
 - Provide a welcome tour to new volunteers.
 - Manage orientation inventory and organize staff shirts.
 - Deliver orientation content in a presentation format.
- Assist in the opening and closing day procedures.
 - Deliver materials to volunteers on opening day and conduct surveys.
 - Welcome and orient residential chaperones.
 - Conduct camp drives and errands to support the program.
- Assist in the maintenance and upkeep of volunteer database records
 - Inputting photos and updating database information.
 - Documenting volunteer assignments and performance feedback.
 - Adding session records and utilizing list view and reporting features.
- Gather information and assemble “new volunteer bios” using applications.
- Distribute volunteer evaluation forms.
- Review and flag photos for stewardship activities.
- Print and assemble certificate mailings.
- Solicit and provide feedback to summer staff and volunteers.
- Attend and assist in the facilitation of the “volunteer climb” and “volunteer breakfast.”
- Manage inventory and organize volunteer milestone gifts and annual gifts.
- Be responsible for knowing and adhering to policies and procedures contained in the camp manual.
- Attend necessary driver orientation to learn important routes, vehicle safety, procedures, etc.
- Assist in the planning and execution of necessary camp drives for volunteers, campers, or families alongside the Volunteer Coordinator and admissions team.
- Carry cell phone and walkie-talkie to be available at times for necessary drives or program support.
- Demonstrate clear organizational skills, flexibility, time-management, and computer skills.
- Serve as a leader/role model for our camp community.
- Attend all staff and leadership meetings.
- Perform any other duties deemed necessary by the executive camp director and assistant camp director.

Reports to:

The Volunteer Support reports directly to the Volunteer Coordinator.

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