



THE HOLE IN THE WALL GANG CAMP

Volunteer Support Job Description

Job Requirements

- 19 years of age or completion of one year of college.
- 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 include camaraderie, appreciation, possibility and safety.
- Be flexible with the changing needs of the program.
- Previous camping, education and/or childcare experience preferred.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late 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.

Job Responsibilities

- Assist in planning and facilitation of staff orientation.
- Assist in planning and facilitation of weekly volunteer orientations
 - Print and organize volunteer paperwork
 - Print, laminate, and organize volunteer nametags
 - Post volunteer housing signs
 - Inventory and organize staff shirts
 - Provide tour to “new” volunteers
 - Deliver content
- Assist in the opening and closing day procedures.
 - Deliver materials to volunteers arriving on opening day
 - Distribute and retrieve Volly-O surveys
 - Welcome and orient residential chaperones
 - Print and post next-session housing and cabin assignments
- Assist in the maintenance and upkeep of volunteer database records
 - inputting photos
 - documenting unit/cabin/housing assignments
 - updating contact information
 - adding session records
- Gather information and assemble “new volunteer bios” using application paperwork
- Print and distribute volunteer evaluation forms
- Review and flag photos for stewardship activities
- Print and assemble thank you certificate mailings
- Solicit and provide feedback to summer staff members
- Solicit and provide feedback to volunteers
- Attend and assist in the facilitation of the “volunteer climb”
- Inventory and organize volunteer milestone gifts
- Assist in the preparation and facilitation of “volunteer breakfast”
- 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 executive camp director, assistant camp director or volunteer coordinator.

Reports to:

The volunteer support is directly responsible to the volunteer coordinator.