



THE HOLE IN THE WALL GANG CAMP

AYA Program Associate Job Description

Job Requirements

- Minimum 18 years of age.
- As of January 1, 2023, staff & volunteers within Summer 2023 programming are **required have the primary series AND one booster dose (bivalent) received after September 1, 2022***, to prevent against COVID-19.
- 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 the Camp 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

The AYA Associate is responsible for the implementation of the Junior Staff (JS) and Champion's Journey (CJ) programs. They will 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. The AYA Associate position requires the ability to work both independently and as a part of a team, as well as strong organizational, communication and teamwork skills.

General Program Responsibilities

- Attend mandatory high-ropes training and orientation. Orientation will overlap with HJ and Camp orientations while also having specific position trainings.
- Thoroughly complete the end of the summer evaluation prior to contract end date.
- Point person for AYA volunteers throughout the week for JS and CJ programs.
- Responsible for opening and closing day tasks and coordination.
- Communicates inventory levels to the Program Coordinator for ordering supplies.
- Complete/assign all participant and volunteer reports, behavior reports, and incident reports are completed and submitted at the end of each session.
- Prompt attendance at all scheduled activities and meetings.
- Provide consistent engagement with participants throughout each session.
- Adhere to all policies in the Camp manual.
- Assist in planning and facilitation of staff orientation as needed.
- Be willing to request help, advice and feedback from peers or support staff.
- Perform on-going program evaluation and adjust/improve activities accordingly throughout the summer.

Champion's Journey Specific Responsibilities

- Check-in and collaborate with program staff who will be helping with the mastery projects.
- Adjust program activities according to participant ability levels.
- Oversee the daily schedule to make changes in collaboration with AYA leadership based on group needs and weather.
- Coordinate with Camp leadership any programs that overlap with the Camp program.
- Confirm and discuss with staff their roles and responsibilities each day.
- Lead debriefs of the previous sessions and make program changes accordingly.
- Support staff with planning and facilitating assigned activities.
- Working with the AYA Leadership and staff in overseeing prepping program activities.
- Ensure program activities are accomplishing outcomes and are successfully integrated into the Camp setting.
- Filling in for Champions Journey staff during their time off or unplan absences.

Junior Staff Specific Responsibilities

- Facilitate and debrief leadership and teambuilding activities for groups of 10-25 participants.
- Coordinate with workshop presenters and effectively communicate the workshop outcomes and any adaptations needed for participants.
- Oversee the daily activities and ensure the safety of all Junior Staff 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.

- Evaluate Junior Staff performance and deliver regular feedback and coaching to participants.
- Work closely with various departments (admissions, residential life, programs) to facilitate the logistics of participant placements, arrivals, and departures.

Reports to

- The AYA Program Associate is directly responsible to the AYA Director and AYA 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.