



THE HOLE IN THE WALL GANG CAMP

Journey Programs Program Support Job Description

Job Requirements

- 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. *The booster dose must be administered two weeks PRIOR to your participation in Camp programming.
- 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 Journey program 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 AYA 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

This position provides logistical and programmatic support to the Journey programs. They will facilitate wilderness first aid curriculum, oversee meals, and assume responsibilities of any absent staff. They will be trained in all journey program areas including high ropes in order to ensure all programmatic outcomes are met. This person be a resource to all journey staff and will assist in the facilitation of Orientation.

Job Responsibilities

- Teaches wilderness first aid according to the curriculum provided.

- Attend mandatory high-ropes training and orientation.
- Point person for volunteers throughout the week and assist in volunteer orientation.
- Teach proper fire-starting techniques when first arriving at basecamp.
- Adherence to schedule.
- Provides logistical support to the Program Coordinator including:
 - Communicating participant's dietary needs to staff.
 - Ensuring all meal ingredients are present at basecamp.
 - Creating meal task groups.
 - Taking on the role of absent staff and providing role support.
 - Responsible for opening and closing day tasks and coordination.
- Communicates inventory levels to the Program Coordinator for ordering.
- Make sure all camper reports, behavior reports, incident reports are completed and submitted at the end of each session.
- Acts as the point person and resource for the staff and program in the absence of the Program Coordinator and Manager and provides updates to the Program Coordinator as necessary.
- Assist staff at all levels of the Journey programs with any participant behavior related issues.
- Promote Journey program themes while taking part in all initiatives and activities when possible as demonstrated and practiced during Journey program orientation.
- Help maintain basecamp cleanliness culture.
- Prompt attendance at all scheduled activities.
- Maintain inventory of role specific supplies.
- Provide consistent engagement with participants throughout each session.
- Communicate relevant observations of participant's experience at morning meeting.
- Adhere to all policies in the Camp manual.
- Review group/personal goals and objectives with the Program Coordinator on a consistent basis.
- Complete camper and volunteer evaluations as assigned.
- Thoroughly complete the end of the summer evaluation prior to contract end date.
- Complete a thorough clean-up and equipment organizing after each session.

Reports to

- The program support is directly responsible to the AYA Program Coordinator & 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.