



## THE HOLE IN THE WALL GANG CAMP

### Entertainment Coordinator 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 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 mid-June to mid-August.

#### **Job Summary**

The Entertainment Coordinator coordinates all of Camp's entertainment during the summer camp program, including specific evening programs and all meals. This position will collaborate with various departments to ensure successful camp experiences for campers, as well as to provide innovative and engaging camp program activities, while fostering a strong community.

**Job Responsibilities:**

- Assist in planning and facilitation of staff orientation.
- Choose weekly camp themes, ensuring that each theme is intentionally thought out and inclusive to all participants.
- Facilitate camp meals, dining hall announcements, camp songs and dining hall traditions.
- Plan, oversee and organize meals and all-camp evening camp activities.
- Facilitate opening night campfire, carnivarty, awards night and any other evening programs.
- Work with program counselors to provide intentional, safe and fun camp events.
- Provide professional support and guidance to program counselors. In conjunction with the leadership team, support program counselors including training, coaching and trouble-shooting.
- Work with outside vendors and visitors associated with Camp entertainment.
- Work with the program team in coordinating staff care and support programs as needed.
- Assist in the opening and closing day procedures.
- 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 camp director and assistant camp director.

**Reports to:**

The Entertainment Coordinator 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.