Adolescent & Young Adult (AYA)
Program Associate – Hero's Journey Lead Job Description

Job Requirements

- Must be at least 18 years of age (preferably with an active driver's license).
- Must be physically and mentally capable to handle the care of participants.
- Experience in program development; experience with adaptive programming for adolescents with physical and cognitive challenges is a plus.
- Prior leadership experience within multi-person teams and demonstrated ability to manage projects and assign tasks to ensure the team is working "smarter, not harder" is a plus.
- The ability to multi-task and prioritize workday/projects independently.
- Strong organizational and administrative abilities.
- Strong written and verbal communication skills.
- A familiarity with key software and database resources (e.g., Microsoft Office 365 Suite, Teams, Form Assembly, Salesforce, etc.) and adaptable digital skills.
- Able to work fully onsite—this is a residential position—from May – August.
- Able to work outdoors in a variety of weather conditions (hot, cold, stormy).
- Able to operate a computer for extended periods with appropriate breaks.
- Able to frequently lift up to 50 pounds.
- Commit to fostering a community that celebrates our Camp values, which are inclusion, gratitude, possibility, friendship and safety.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.

Job Summary

The AYA Program Associate – Hero's Journey Lead will continually review and help lead Hero's Journey and Champion's Journey summer programming in collaboration with the AYA Coordinator and AYA Program Associate – Junior Staff Lead. This position will serve as a logistics lead, proactively planning, communicating and leading adaptations of activities due to weather, safety or other factors. Ideal candidates will have the ability to foster and empower a strong community amongst staff, volunteers and participants and will have prior experience camping and/or in outdoor recreation.

Job Responsibilities

General Responsibilities

- Participate and assist with AYA and Camp orientations, while also engaging in position-specific onboarding.
- Thoroughly complete the end of the summer evaluation prior to contract end date.
- Responsible for supporting opening and closing day tasks.
- Communicate inventory levels to AYA leadership for ordering supplies.
- Complete/assign all participant and volunteer reports, behavior reports and incident reports and ensure completion and submission by the end of each session.
- Prompt attendance at all scheduled activities and meetings.
- Provide consistent engagement with participants throughout each session.
- Adherence to all policies in the Camp manual.
- Willingness to request and put into action help, advice and feedback from peers or support staff.
- Perform ongoing program evaluation and adjust/improve activities accordingly throughout the summer.

Hero's Journey Responsibilities

- Prepare indoor and outdoor program sites for summer Journey program season.
- Create session-specific schedules and assignments as related to program schedules, time off schedules, opening and closing duty assignments, and other needed documentation for project management and workflow.
- Partner with Medical, Dietary Support Intern, and kitchen staff each session to create comprehensive menu and dietary plans to ensure all dietary needs are accommodated.
- Serves as resident "logistics guru," prepared to communicate and enact emergency, program, weather, and other plans, as deemed necessary by the AYA Coordinator and Camp Director.
- In collaboration with AYA Coordinator, plan and coordinate each Hero's Journey session's keystone "mock rescue" wilderness first aid scenario with Ashford FD, Connecticut State Police LifeStar, and internal Camp staff.
- Serve as resident "Wilderness First Aid" expert and provide training and coaching to staff in collaboration with AYA Coordinator to ensure strong, engaging program facilitation.
- Serve as an "Adventure Team" leader to ensure safe facilitation of high and low ropes course certification. Must complete Camp-provided weeklong ropes course training at Camp's expense.
- In collaboration with AYA Coordinator and AYA Program Associate – Junior Staff Lead, manage program supply inventory for care and keeping of all AYA assets and supplies. Ensure Journey programming has supplies needed to be successful and take lead on ordering Journey program-related materials.
- Provide ongoing feedback and recommendations to improve program quality and efficiency, and in partnership with AYA Coordinator, implement improvements in real-time.
- Teach, model, and adhere to all organizational policies and procedures as stated in the Seasonal Staff Handbook.
- Communicate and demonstrate the organization's mission, AYA program goals, and create an intentional community for staff and participants in a strong social context of "Safety, Respect, and Love".
- Assist with special projects and perform additional duties as assigned.

Champion's Journey Responsibilities

- Check in and collaborate with program staff engaged in mastery project assistance.
- Adapt 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 for any programs that overlap with Camp program.
- Confirm and discuss roles and responsibilities with staff each day.
- Support staff with planning and facilitating assigned activities.
- Work with the AYA leadership and staff in overseeing and prepping program activities.
- Ensure program activities accomplish outcomes and are successfully integrated into the Camp setting.
- Fill in for Champion's Journey staff during their time off or unplanned absences.

Reports to

The AYA Program Associate – Hero's Journey Lead reports directly to the 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.