Adolescent & Young Adult (AYA)
Program Associate – Junior Staff Lead Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to camp volunteers.
- Commit to fostering a community that celebrates 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.
- All positions are residential and hired for the duration of our summer program. The time commitment is late-May to mid-August.

Job Summary

The AYA Program Associate – Junior Staff Lead is responsible for the implementation of the Junior Staff and Champion's Journey programs. They will work collaboratively with staff to ensure high-quality and replicable programming each session while maintaining flexibility to make necessary adjustments. This position will engage in all aspects of programming and foster a strong community amongst staff, volunteers and participants. The AYA Program Associate – Junior Staff Lead position requires the ability to work both independently and as part of a team, as well as strong organizational, communication and teamwork skills. The AYA Program Associate – Junior Staff Lead is part of the seasonal leadership team.

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.
- Assist in planning and facilitation of staff orientation as needed.
- 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.

Junior Staff Responsibilities

- Facilitate and debrief leadership and teambuilding activities for groups of 10-20 participants.
- Coordinate with workshop presenters and effectively communicate the workshop outcomes and 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 room next to participants and being available for overnight participant needs.
- Select, coach and collaborate with cabin and program staff who are serving as mentors for participants in partnership with full-time, year-round leadership team members.
- Evaluate Junior Staff performance and deliver regular feedback and coaching to participants.
- Work closely with various departments before each camp session to support individual needs and success of Junior Staff participants.

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 – Junior Staff Lead is directly responsible 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.