Admissions Support Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be familiar with and enforce all safety, emergency and Camp policies.
- 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 Camp leadership.
- Self-motivated and directed, strong communication skills required.
- Comprehensive understanding of data entry and systems thinking.
- The Admissions Support role is hired for the duration of our summer program. The time commitment is June 1, 2027 to August 20, 2027. Weekend availability required.
- Schedule: Wednesday through Sunday 8:30 a.m. – 4:30 p.m.
    - If Opening Day or Closing Day of the session falls on a Monday or Tuesday, this position would work on the Monday or Tuesday and take off Wednesday instead.
- This role will be paid hourly at $16.35/hr for 40 hours a week.
- Please note, this is NOT a residential position. The individual will be expected to work in person in Ashford, Conn. for each work shift.

Job Summary

Provide overall administrative support to the Admissions Department as needed to successfully enroll and welcome campers for the summer program. In fulfilling these responsibilities, the Admissions Support will, at all times, model and transmit the Camp culture of safety, respect and love.

If requested, this position could qualify as a college internship under the supervision of the Director of Camper Admissions.

Job Responsibilities

- Provide general administrative support for Admissions Department.
- Assist in the detailed data entry for program participants.
- Assist with telephone duties by fielding questions, taking messages and forwarding to appropriate persons.
- Manage quick response and notice of receipt to all incoming applicant paperwork – individuals and groups.
- Assist with the mailing of lost and found items.
- Assist with opening and closing day responsibilities. Interacting with parents/caregivers dropping off/picking up their child and checking IDs.
- Account for campers being on-site by distributing name tags/taking attendance.
- Responsible for knowing and adhering to the policies and procedures contained within the Camp manual.
- Maintain confidentiality in regard to medical information of campers, families and staff.

Reports to

The Admissions Support position is directly responsible to the Director of Camper Admissions.

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.