Program Specialist Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable to handle 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 areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late August.

Job Summary

Program Counselors are responsible for planning, implementing and facilitating outcome-based activities for their respective program areas. In addition to Program Counselor responsibilities, Program Specialists are responsible for sharing the medical, mobility and behavioral needs of campers with their co-program counselors. Furthermore, Specialists are accountable for their program area's supplies and resources, including walkie-talkies and keys. In addition to ensuring that safety needs are met in spaces, the team partners on and completes programmatic paperwork promptly to address community logistics and support needs across Camp.

Job Responsibilities

The Program Specialist is responsible for all roles and responsibilities outlined in the ***Program Counselor Job Description***. The Program Specialist role is a point person for their program area and should be prepared to help support other staff in navigating these responsibilities.
In addition to the responsibilities of Program Counselor, the Program Specialist will support the communication and logistical needs around their program area, including:

- Work closely with the Program Counselor to communicate about division of responsibilities and ensure that all tasks are completed as needed.
- Participates in the weekly Program Specialist Meeting to support the distribution of the medical, mobility, and behavior needs of campers to their program co-counselor(s) and other appropriate staff.

- Responsible for the care and consideration of the keys, walkie-talkies and program binders throughout the season, including signing out the materials and returning them at the start and end of summer, and sharing those resources with the Program Counselor.
- Spearheads the paperwork execution, including but not limited to supply requests, activity plans and program blurbs around session needs.
- Maintains appropriate certifications based on program area needs and supports fellow staff in earning their skill verification in their areas.
- Follows and enforces appropriate policies and procedures in the area, including maintenance logs and specialized ratios, if applicable to the program areas.
- Be willing to request help, advice and feedback from peers or members of the leadership team.
- Be flexible in adapting to the unit's and camp's changing needs.
- Performs any additional duties deemed necessary by Camp leadership to assure the smooth running of the Camp.

Reports to

The Program Specialist reports directly to the Program 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.