Seasonal Recruitment & Volunteer Support Staff
Job Description

Job Summary

The Recruitment & Volunteer Support Staff assists with coordination of on-site volunteer opportunities and camper recruitment in the summer months. This person will provide administrative support and work alongside the Recruitment & Volunteer Coordinator to welcome, train, supervise and thank volunteers supporting multiple departments and filling a variety of roles. This person will also conduct outreach and logistics support for camper families registering for and attending Camp.

Job Responsibilities

- Assist the Recruitment & Volunteer Coordinator to meet all transportation needs for volunteers and camper families, including managing transportation payment and schedules during camp sessions.
- Identify, troubleshoot and coordinate solutions to meet family needs through outreach and logistics support.
- Assist in planning housing assignments, volunteer pairings and other logistics for each camp session.
- Assist in planning and facilitation of weekly volunteer orientations (presentations, tours, situating arrivals).
- Assist in opening and closing day procedures.
- Steward volunteers throughout camp sessions by checking in consistently, soliciting and providing feedback, organizing thank you gifts, and facilitating other events.
- Assist in the maintenance and upkeep of volunteer and camper database records.
- Collaborate and communicate with staff about family and volunteer logistics.
- Provide office support to the leadership team, including answering phones and maintaining office supplies and equipment.
- Create connections and establish positive relationships with family participants and volunteers.
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.

- Demonstrate clear organizational skills, flexibility, time management and computer skills.
- Serve as a leader/role model for our Camp community.
- Perform any other duties deemed necessary by the Volunteer Coordinator or Camp Leadership.

Job Requirements

- Must be at least 18 years of age.
- Must pass national and state background checks for childcare work.
- Must be physically and mentally capable of handling the care of campers.
- Commit to fostering a community that celebrates our camp values; inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the Family Camp program.
- The ability to work with a diverse community in a multicultural environment.
- Residence at Camp is required during each family camp. Optional summer housing is provided between camp sessions.
- Comply with all camp policies, including providing medical and vaccine information to ensure the safety of our medically compromised campers.
- Be available for program sessions beginning June 14 through July 30.

Preferred: A valid driver's license and ability to operate Camp-approved vehicles.

Reports to

The Recruitment & Volunteer Support Staff reports to the Recruitment & Volunteer Coordinator.

Benefits & Compensation

- Family Camp Counselors are compensated $100 per day of programing. This totals to $3,400 if staff attends all training and summer session days.
- Housing at Camp from June 14 – July 30, 2027.
- Skill growth in foundational employment attributes such as:
    - Leadership
    - Interpersonal connections and communication
    - Problem solving
    - Logistics

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.