Volunteer Associate 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; 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.
- A valid driver's license and ability to operate Camp approved vans.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and hired for the duration of our summer program. The time commitment is from early June to mid-August with this position starting in a non-residential capacity in late May.

Job Summary

The Volunteer Associate assists with the coordination of the residential volunteer opportunities associated with the summer program. This person will provide administrative support and work alongside the Associate Director of Volunteers and Volunteer Administrative Assistant to welcome, train, supervise and thank volunteers supporting multiple departments and filling a variety of roles.

Job Responsibilities

- Assist in planning and facilitation of staff orientation and weekly volunteer orientations.
- Print and organize materials and nametags, provide welcome tour to new volunteers and manage orientation and staff shirts inventory.
- Deliver orientation content in a presentation format.
- Assist in opening and closing day procedures.
- Work with logistics support to ensure all Camp drives are scheduled, and volunteers know the schedule for each session.
- Deliver materials to volunteers on opening day.

- Welcome and orient residential chaperones.
- Assist in the maintenance and upkeep of volunteer database records including:
    - Upload photos and update database information
    - Documenting volunteer assignments and performance feedback
    - Adding session records and utilizing list view and reporting features
- Print and assemble certificate mailings.
- Solicit and provide feedback to summer staff and volunteers.
- Attend and assist in the facilitation of the “volunteer climb” and “volunteer breakfast.”
- Manage inventory and organize volunteer milestone gifts and annual gifts.
- 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.
- Attend all staff and leadership meetings.
- Perform any other duties deemed necessary by the Camp Director and Assistant Camp Director.

Reports to

The Volunteer Associate is directly responsible to the Associate Director of Volunteers.

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.