



a seriousfun camp

THE HOLE IN THE WALL GANG CAMP

Unit Leader Job Description

Job Requirements

- 18 years of age.
- All staff are required to have received the COVID-19 vaccine and be fully vaccinated prior to commencing employment.
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and 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.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The unit leader position is responsible for overseeing the logistics and daily operations of one unit of campers and staff. The unit leader is expected to function as a leader and role model for all staff, volunteers and campers, and will work closely with all staff to support any camper needs that may arise. Unit leaders should be able to demonstrate previous leadership experience and strong organizational, communication and teamwork skills.

Job Responsibilities

- Review and become familiar with the job responsibilities of cabin counselors and lead counselors. Fill in during counselor time-off periods as needed to maintain safe camper-staff coverage ratios.
- Collaborate with lead counselor to create a positive unit environment of communication, support and inclusivity. Work closely with lead counselor regarding roles and responsibilities within the unit.
- Support the planning and implementation of cabin, unit and all-camp programming with other staff.

- Consult with the program coordinator or program team associate with regard to program-related matters.
- Organize time off for all unit staff and ensure that all staff are taking appropriate time off.
- Oversee the inclusion and support of volunteers during each session.
- Work closely with unit staff and volunteers to provide camper behavioral interventions, and communicate all relevant information to residential life coordinator or behavior support in a timely manner.
- Clearly review with each counselor in the unit their personal goals, objectives and progress throughout the summer. Provide frequent feedback, scheduled check-ins and written evaluations.
- Make sure all camper-related paperwork (camper reports, behavior reports, incident reports, LIT evaluations) is completed and submitted at the end of each session.
- Fully participate in unit leader orientation, all staff orientation, all staff meetings and any additional required meetings. Assist in the facilitation of trainings and meetings as needed.
- Be willing to request help, advice and feedback from peers or support staff. It truly takes a village!
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Be familiar with and help carry out any and all safety and emergency policies and plans on a regular basis, as deemed necessary by the executive camp director and assistant camp director.
- Attend all staff meetings and perform any other duties deemed necessary by the executive camp director and assistant camp director.

Reports to:

The unit leader is directly responsible to the residential life 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.



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Cabin Counselor Job Description

Job Requirements

- 18 years of age.
- All staff are required to have received the COVID-19 vaccine and be fully vaccinated prior to commencing employment.
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency, and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and 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.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The cabin counselor position requires around-the-clock commitment to the campers and their well-being. Cabin counselors are responsible for the daily supervision and safety of 6-7 campers and for facilitating positive social interactions and downtime activities. Cabin Counselors live in the cabin with 6-7 campers and three other counselors and help to create a safe, fun, and memorable experience for all.

Job Responsibilities

- Work with other staff and volunteers to maintain constant awareness and supervision of all campers. If a camper is left alone, they are considered lost.
- Teach campers respect and responsibility by modeling such behavior. This includes attending activities on time, maintaining a clean and safe environment, being respectful of all camp equipment and facilities, etc.
- Always set a good example for your campers and colleagues through leadership and personal behavior. Foul language or vulgar topics of conversation have no place on camp.

- Participate in the planning and implementation of cabin, unit and all-camp events that involve all campers and meet various developmental needs.
- Help support the performance of leaders in training, particularly those assigned to their cabin or unit.
- Collaborate as equals with other cabin counselors, volunteers, and program staff in the operations of the cabin and unit.
- Fully participate in all staff trainings and meetings and complete all paperwork in a timely manner.
- Work and communicate closely with other counselors, unit leaders and support staff to meet and support the special needs and strengths of campers – both prior to and during camp session.
- Review personal goals, objectives, and progress with the unit leader and/or lead counselor on a consistent basis.
- Be willing to request help, advice and feedback from peers or support staff. It truly takes a village!
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Attend all staff meetings and perform any other duties deemed necessary by the executive camp director and assistant camp director.

Reports to:

The cabin counselor is directly responsible to the residential life coordinator.

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Program Floater Job Description

Job Requirements:

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- Be familiar with and enforce all safety, emergency, and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and 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.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The Program Floater will be instrumental in supporting programming and logistics during the summer program. This person will collaborate with the Program Coordinator to ensure successful camp experiences for campers and families throughout the duration of the summer. This person will collaborate with the leadership team, medical team, seasonal staff members, and volunteers to provide engaging program activities for families and campers. Additionally, this person will be tasked with assisting in program logistical such as extra support in program areas, lead all camp game setup, offer program support with photography, and provide support to program counselors and cabin counselors.

Job Responsibilities:

- Arrive and participate in required orientation and program trainings prior to the start of the sessions.
- Attend necessary drive orientation to learn important routes, vehicle safety, procedures, etc.
- Choose weekly camp themes, ensuring that each theme is intentionally thought out and inclusive to all participants.
- Facilitate camp meals, dining hall announcements, camp songs and dining-hall traditions.
- Plan, oversee and organize meals and all-camp activities alongside the leadership team.
- Facilitate evening activities such as campfires, Carnivarty, stage night, and awards night alongside the leadership team.
- Work with program staff and family guides to provide intentional, fun and safe camp events.
- Provide support and guidance to program counselors, including hands-on program support when applicable.
- Provide program support by assisting in photography needs of the organization and session with family portraits, general social media photos, and more.
- Provide assistance with parent programming activities throughout the weekend program.
- Work with any outside vendors and programs associated with camp entertainment.
- Assist in the planning and execution of necessary camp drives for volunteers, campers, or families alongside the Volunteer Coordinator and admissions team.
- 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.
- Carry cell phone and walkie-talkie to be available at times for necessary drives or program support.
- Serve as a leader/role model for our camp community.
- Assist in opening and closing day procedures.
- Attend all staff and leadership meetings.
- Perform any other duties deemed necessary by the executive camp director and assistant camp director.

Reports to:

The Program Floater reports directly to the Program Coordinator.

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Program Counselor Job Description

Job Requirements:

- 18 years of age.
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- Be familiar with and enforce all safety, emergency, and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and 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.
- Comply with and remain flexible with COVID-19 specific precautions and requirements through the duration of the program, as outlined/advised by the CDC and HITWGC Medical Team.
- All positions are residential and are hired for the duration of our summer program. The time commitment is mid-June to mid-August.

Job Summary

The Program Counselors will be instrumental in activities entertainment and programing during the summer program. This person will collaborate with various other counselors to ensure successful camp experiences for campers and families throughout the duration of the summer. This person will collaborate with the leadership team, medical team, seasonal staff members, and volunteers to provide engaging program activities for families and campers. Additionally, this person will be tasked with leading camper activities **Adventure, Arts and Crafts, **Cooking Zone, **Ex-Pro, *Boating and Fishing, **Horse Barn, Music, Photography, *Pool, **Sports and Recreation, Theatre, Videography, and **Wood working. provide support to cabin counselors, and help setup and facilitate evening activities like Carnivarty, Stage night, and Banquet.

*Requires applicable aquatics certification obtained before Camp sessions.

**In-house certification required.

Job Responsibilities:

- Arrive and participate in required orientation and program trainings prior to the start of the sessions.
- Attend necessary orientation for individual program trainings.
- Design intentional programs with the weekly camp themes, ensuring that each program is intentionally thought out and inclusive to all participants.
- Facilitate intentional outcome-based program.
- Plan, oversee and organize program area and all-camp activities alongside the Program Team.
- Plan, implement, and adapt outcomes-based programming for children of all abilities, ages 7-15.
- Help create and foster an environment that promotes inclusivity, safety, and participation.
- Work effectively both individually and as part of a team.
- Ensure the cleanliness and organization of assigned program area.
- Prepare program *areas* before scheduled activity times.
- Prompt attendance at all scheduled activities.
- In collaboration with the Program Coordinator and Program Team Associate maintain inventory and ordering of program supplies.
- Maintain communication with Program Coordinator and Program Team Associate about program needs, program development, and weather plans.
- Be flexible in planning and scheduling.
- Provide consistent engagement with participants throughout each session.
- Communicate relevant observations of participant experiences at morning meeting.
- Lead, organize, and suggest a varied series of creative games and activities for rainy days and downtime.

Reports to:

The Program Counselor reports directly to the Program Coordinator.

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