



THE HOLE IN THE WALL GANG CAMP

Volunteer Support 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.
- A valid driver's license and ability to operate Camp approved vans.
- Ability to assist in transportation process for participants that are symptomatic or positive for COVID-19.
- 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 early-June to mid-August.

Job Summary

The volunteer support assists with the coordination of the residential volunteer opportunities associated with the Summer Program. She/he will provide administrative support and will work alongside the volunteer coordinator to welcome, train, supervise, and thank those volunteers that are supporting multiple departments and filling a variety of roles. The volunteer support will be responsible for coordinating and executing all camp-related drives, requiring strong organizational skills, flexibility, computer skills, and ability to plan effectively.

Job Responsibilities:

- Assist in planning and facilitation of staff orientation.
- Assist in planning and facilitation of weekly volunteer orientations.
 - Print and organize materials and nametags.
 - Provide a welcome tour to new volunteers.
 - Manage orientation inventory and organize staff shirts.
 - Deliver orientation content in a presentation format.
- Assist in the opening and closing day procedures.
 - Deliver materials to volunteers on opening day and conduct surveys.
 - Welcome and orient residential chaperones.
 - Conduct camp drives and errands to support the program.
- Assist in the maintenance and upkeep of volunteer database records
 - Inputting photos and updating database information.
 - Documenting volunteer assignments and performance feedback.
 - Adding session records and utilizing list view and reporting features.
- Gather information and assemble “new volunteer bios” using applications.
- Distribute volunteer evaluation forms.
- Review and flag photos for stewardship activities.
- 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.
- Attend necessary driver orientation to learn important routes, vehicle safety, procedures, etc.
- Assist in the planning and execution of necessary camp drives for volunteers, campers, or families alongside the Volunteer Coordinator and admissions team.
- Carry cell phone and walkie-talkie to be available at times for necessary drives or program support.
- 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 executive camp director and assistant camp director.

Reports to:

The Volunteer Support reports directly to the Volunteer 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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Seasonal Program Team Associate 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 early May to mid-August.

Job Summary

The Seasonal Program Team Associate is a member of the leadership team who works in conjunction with the Program Coordinator to support program staff. The Program Team Associate assures program areas remain safe and organized as well as provide innovative and engaging camp program activities, while fostering a strong community. This position requires the ability to work both independently and as a part of a team as well as strong organizational, communication and teamwork skills.

Job Responsibilities:

- Act as an active and integral member of the program team (participate in weekly meetings, planning meetings, etc.).
- Work in conjunction with the Program Coordinator to support and evaluate the program staff and support the Program Coordinator in other assigned tasks.
- Assist in the compilation of necessary certifications for program staff in the following areas: Pool, Boating and Fishing, Equestrian, Archery, and Adventure. Additionally, be trained in as many of these as possible.
- Be familiar with and oversee the maintenance of Hole in the Wall Gang, SeriousFun, and ACA standards for safety in program areas.
- Assist in planning and facilitating all staff orientation and program orientation.
- Assist in the preparation of program areas for summer. Assure program areas remain safe, organized, and stocked throughout the summer.
- Create weekly session schedules for all of Camp.
- Assist with collection of end of summer documents for all program areas including summary of program area activity plans, wish lists, and beginning and ending inventories.
- Work with program staff and residential life staff to provide intentional, fun, and safe camp events.
- Provide support and guidance to program counselors, including hands-on program support when applicable.
- Work with any outside vendors and programs associated with Camp.
- 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.
- Assist in opening and closing day procedures.
- Attend all staff and leadership meetings.
- Perform any other duties deemed necessary by the camp director and assistant camp director.

Reports to:

The Program Team Associate reports directly to the Assistant Camp Director.

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THE HOLE IN THE WALL GANG CAMP

Leader in Training Coordinator Job Description

Job Requirements:

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- 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 Leader in Training (LIT) Coordinator is responsible for the planning and implementation of the Leader In Training Program, which runs concurrent with the traditional camp program and is open to former campers ages 17-18. This person will be responsible for the supervision and safety of all LIT participants during their time at camp. The LIT coordinator position requires the ability to work both independently and as a part of a team, as well as strong organizational, communication and teamwork skills.

Job Responsibilities:

- Plan and implement seven, one-week-long programs designed to develop leadership skills for former campers ages 17-18.
- Facilitate and debrief leadership and teambuilding activities for groups of 8-10 participants, utilizing both already existing and newly created materials.
- Oversee the daily activities and ensure the safety of all LIT participants. This includes, but is not limited to, living in a private adjoining room to participants and being available for participant needs overnight.
- Select, coach and collaborate with cabin and program staff who will act as mentors for participants.
- Guide and collaborate with LIT program volunteers, when applicable.
- Evaluate LIT performance and deliver regular feedback and coaching to participants.
- Perform on-going program evaluation and adjust/improve activities accordingly throughout the summer. Document all activities and outcomes for use by future LIT program staff.
- Work closely with various departments (admissions, residential life, programs) to facilitate the logistics of participant placements, arrivals and departures.
- Report any concerns related to participant physical, mental or emotional well-being to the appropriate full-time staff immediately.
- Assist in planning and facilitation of staff orientation, 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.
- Serve as a leader/role model for our camp community.
- Attend all staff meetings and perform any other duties deemed necessary by the camp director and assistant camp director.

Reports to:

The Leader in Training Coordinator reports directly to the Assistant Camp Director.

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THE HOLE IN THE WALL GANG CAMP

Entertainment Coordinator 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 Entertainment Coordinator coordinates all of camp's entertainment during the summer camp program, including specific evening programs and all meals. This position will collaborate with various departments to ensure successful camp experiences for campers, as well as to provide innovative and engaging camp program activities, while fostering a strong community.

Job Responsibilities:

- Assist in planning and facilitation of staff orientation.
- 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 evening camp activities.
- Facilitate opening night campfire, carnivarty, awards night and any other evening programs.
- Work with program counselors to provide intentional, safe and fun camp events.
- Provide professional support and guidance to program counselors. In conjunction with the leadership team, support program counselors including training, coaching and trouble-shooting.
- Work with outside vendors and visitors associated with camp entertainment.
- Work with the program team in coordinating staff care and support programs as needed.
- Assist in the opening and closing day procedures.
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Serve as a leader/role model for our camp community.
- Attend all staff meetings and perform any other duties deemed necessary by the camp director and assistant camp director.

Reports to:

The Entertainment Coordinator reports directly to the Assistant Camp Director.

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Behavior Support 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 Behavior Support position is a member of the leadership team and works closely with the Residential Life Coordinator to provide assistance to staff and volunteers in situations related to camper behavior. This position will assist in facilitating staff trainings, staff check-ins and support campers' behavioral development throughout the summer. The behavior support position will be able to demonstrate competency in behavioral development techniques and requires the ability to work both independently and as a part of a team as well as strong organizational, communication, and teamwork skills.

Job Responsibilities:

Residential Life Responsibilities

- Work and communicate closely with the Residential Life Coordinator to determine how to best support each camper's unique needs, as well as the needs of the camp program.
- Support summer staff and volunteers in their camper interactions and behavioral interventions.
- Participate in THITWGC behavior support training and summer leadership orientation.
- Check in with staff/volunteers frequently regarding camper needs and behavior.
- Provide direct therapeutic support and behavioral interventions to campers as needed.
- Prepare relevant camper psychosocial information notes prior to each session.
- Oversee the completion of camper reports and behavioral information reports from each session.
- Attend residential life meetings, both prior to and during each session. Facilitate meetings as needed.

Other responsibilities

- Assist in opening and closing day procedures.
- Present camp rules at opening campfire and ensure the camp rules are followed.
- Help coordinate staff care and support programs as needed.
- Assist in planning/facilitation of staff orientation, particularly those portions related to camper behavior.
- 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.
- Serve as a leader/role model for our camp community.
- Attend all staff meetings and perform any other duties deemed necessary by the camp director and assistant camp director.

Reports to:

The Behavior Support reports directly to the Residential Life Coordinator.

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