



▶ [victoryjunction.org](http://victoryjunction.org) | 336.498.9055

4500 Adam's Way • Randleman, NC 27317

Job Title: Volunteer Program Manager  
Job Type: Full-Time  
Direct Report: Camp Program Director  
FLSA Status: Exempt

## Organization Overview

Victory Junction is a year-round camp facility that provides fully accessible on-site and off-site programming for children with complex medical conditions at no cost to their families. Victory Junction's adaptive, intentional programming includes summer camp, family weekends, day programs, equine therapy, pediatric patient outreach, and partner programs. By removing all barriers, Victory Junction welcomes children with serious illnesses and chronic medical conditions to experience camp fun, all in a medically-safe environment. Victory Junction is a member of SeriousFun Children's Network and is accredited by the American Camp Association.

## Job Description

The Volunteer Program Manager of Victory Junction provides the means of fulfilling the mission statement by effectively recruiting, hiring, and training volunteers for camp. Assistance is also provided in developing, coordinating, overseeing, supervising and participating in the management of all efforts relating to camp programs.

## Essential Duties & Responsibilities

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Recruitment of volunteers
- Manage interview process for all volunteer positions
- Assign volunteer positions for all camp sessions
- Ensure volunteers are well integrated into the program
- Develop volunteer partnerships with organizations, groups, Universities, etc.
- Provide & coordinate volunteer support when volunteers are onsite
- Oversee volunteer feedback process
- Collaborate with the program team to provide appropriate volunteer training to fully prepare volunteers for their role and experience at camp
- Maintain and update information in volunteer database
- Ensure the information on the VJ website for volunteers is up to date and accurate
- Coordinate and assign all-volunteer/guest housing for each session
- Communicate housing assignments to facilities team
- Be an active team player and contribute/promote a positive, professional culture for all.

- Foster a culture of diversity, equity, and inclusion
- Any other duties assigned

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Prospective employees must be fully vaccinated against Covid-19 and meet other medical requirements as a condition of employment.

## Education & Experience

- Bachelor's degree or equivalent experience
- Demonstrated excellence in communication and organizational abilities
- Excellent public relations and customer service skills
- Demonstrated leadership skills
- Problem solving and conflict resolution skills
- Strong computer skills, with knowledge/use of database software preferred
- Desire to work in a camp community
- Prior camp experience preferred
- Public speaking experience preferred

Please submit cover letter and resume to [work@victoryjunction.org](mailto:work@victoryjunction.org).

Victory Junction is an Equal Opportunity Employer, committed to diversity, equity, and inclusion. This means removing barriers and providing opportunity and access for all people across differences of medical condition, physical ability, race, color, ethnicity, gender, sexual orientation, gender expression, religion, national origin, age, and socioeconomic background.