



Open Position Posting

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Organization Description:

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to more than 20,000 seriously ill children and family members annually - all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn., in more than 40 hospitals and clinics, directly in camper homes and communities, and through other outreach activities across the Northeast and mid-Atlantic.

Position Title:

Family and Parent Programs Coordinator

Work Schedule:

Full-time

Location:

565 Ashford Center Rd, Ashford, CT 06278 – w/remote

Position Description:

Bring the healing power of Camp to parents and caregivers. Provide year round programming which offers current camper parents a multitude of ways to expand their supportive community and connect with other Camp families in a fun Camp setting.

Our Family and Parent Programs Coordinator can expect to...

- Plan activities and events for camper parents at all Family Weekends to be held on site. Work closely with Assistant Camp Director and Program Team on all weekend logistics.
- Oversee weekend Caregiver Cabin Chat, parent specific programming and weekend Resource Meetings.
- Coordinate opening day parent picnics during all summer sessions, recruit, manage and track all Host Parent volunteers.
- Coordinate and procure all camper gift bag materials, including camper shirts. Assemble and distribute age appropriate gift bags to campers throughout the summer program.
- Each calendar year contact all new camper families by phone/email to welcome and inform parents/caregivers of available Camp resources and programs.
- Aid Camper Admissions and Camp Director in the planning and execution of Remembrance Day.
- Manage the Outreach basement (the Vault), tracking donations and supplies. Keep the Outpost stocked for summer and weekend activity needs.
- Plan and host Parent Project Days at Camp to bring parents/caregivers together for helping and connection.
- Assemble, track and send camper care packages when necessary.
- Coordinate, acknowledge and tour quilting groups. Track and organize quilt inventory.

- Utilize Salesforce to track all parent interactions with Camp; including volunteer experiences, packages, and communication notes.
- Manage Family and Parent Programs schedule and budget for efficient program delivery.
- Work in collaboration with Regional Parent Programs Coordinator to organize and lead Host Parent Trainings and Parent Work Days.
- Lead and coordinate birthday card program for all campers.
- Identify parents for Camp speaking opportunities.
- Adhere to all Camp and program site mandated policies, procedures and trainings regarding access, HIPAA, health and safety, etc.
- Maintain inventory of supplies and materials for use in programming.
- Continually evaluate and assess the effectiveness of activities and events and make changes for continuous improvement of program.
- Collaborate with other Camp staff and volunteers, in research and development toward the enhancement of program offerings.
- Represent the Camp as assigned at fundraising or other public events, including Camp Challenge Ride, Gala, and the Camp Holiday party.

Our Family and Parent Programs Coordinator should have...

- Previous experience working with children dealing with chronic or life-threatening illness.
- Strong preference for previous professional experience within the Serious Fun Network.
- Preference for teaching or event planning experience.
- A degree and/or coursework in education, psychology, social work, or other related field is also desirable, but there is no minimum education requirement.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Well-developed communication skills, both written and oral.
- Proficiency in Office 365, Salesforce, and Zoom/Teams.
- Ability to transport approximately 40 pounds of supplies to service delivery sites, using cart or other means.
- Occasional attendance at indoor or outdoor HITWG events.
- Valid Driver's license and driving record which meets HITWG insurance carrier requirements.
- Ability and flexibility to work extended hours, including evenings and weekends.
- Full vaccination against COVID-19, plus booster

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the link below. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.