



## 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:

Adolescent and Young Adult Coordinator

### Work Schedule:

Full-time

### Location:

Ashford, CT – Onsite w/some remote time possible

### Position Description:

The Adolescent and Young Adult (AYA) Coordinator will continually review and help develop all AYA programs in cooperation with the AYA Director. These programs include Hero's Journey (HJ), Champion's Journey (CJ), Junior Staff (JS), Journey On, Hero's Quest, Champion's Quest, and the YA Conference. In fulfilling these responsibilities, the AYA coordinator will at all times model and transmit the Camp culture of Safety, Respect, and Love.

### **Our Adolescent and Young Adult Coordinator can expect to...**

- Work with the program team to coordinate seasonal staff recruiting. In conjunction with the AYA Director, recruit, review, interview and select returning and new summer staff.
- Assist with all AYA participant recruitment, conversations and selection.
- Prepare sites for all programs, spring, summer, and fall
- Assist the AYA Director to lead continual planning and execution of enhancements to current programs.
- Assist the AYA Director to plan and conduct a comprehensive orientation for all AYA seasonal staff and volunteers.
- Participate as a member of the "Program Team" in meetings and planning of Camp events.
- Create program and activity schedules for each session.
- Assist with creating the menu for the HJ program with dietary support and provide planning and support for all AYA program logistics.
- In collaboration with AYA director, coordinate with Ashford FD, CSP and LifeStar for program participation and support.

- Assist with the research and evaluation in implementing measurement tools to evaluate program success and stakeholder satisfaction for all AYA programs; create and implement changes to further improve and grow the programs.
- In conjunction with the AYA Director, rewrite/update the AYA program manuals annually.
- Update and plan the wilderness first aid curriculum.
- Update the HJ volunteer informational website and handbook.
- Assist in the planning and facilitation of other Camp events, such as Bandit Round Up, Holiday Party, Gala, Camp tours, etc.
- Participate in relevant AYA professional development opportunities as approved by the AYA director and camp director.
- Organize and order inventory for spring, summer and fall AYA programming.
- Be familiar with and adhere to the policies and procedures contained within the Camp Manual.
- Communicate and demonstrate the organization's mission, AYA program goals, and create an intentional community for staff and participants in a strong social context of "Safety, Respect, and Love".
- Be familiar with and adhere to the policies and procedures contained within the Camp Manual.
- Serve as a part of residential weekend leadership team at assigned Family Weekend programs.
- Assist with the supervision of AYA seasonal staff.

### **Our Adolescent and Young Adult Coordinator should have...**

- Demonstrated experience in adolescent programming.
- Professional experience in program development, particularly adaptive programming for adolescents with physical and cognitive challenges.
- Ability to multi-task and prioritize work day/projects independently.
- Strong organizational and administrative abilities.
- Strong written and verbal communication skills.
- A familiarity with key software and database resources (e.g. Microsoft Office 365 Suite, Teams, Salesforce, FormAssembly, etc.) and adaptable digital skills.
- A willingness and ability to be residential onsite from June - August, and designated Hero's and Champion's Quest and Family Weekends.
- A willingness and ability to work weekends and evenings.
- Ability to work a flexible schedule as needed to lead, supervise, or participate in AYA activities.
- A willingness and ability to work outdoors in a variety of weather conditions (hot, cold, stormy).
- Valid driver's license and driving record that meets HITWG insurance carrier requirements.
- Full vaccination against COVID-19, plus booster that meets current medical requirements.

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 provided link. 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.