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4500 Adam's Way • Randleman, NC 27317

Job Title: Operations Support Coordinator

Job Type: Full Time

Direct Report: Chief Operating Officer

FLSA Status: Non-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 Operations Support Coordinator provides administrative support across multiple teams (Camp Admissions & Camp Program Team) in addition to assisting the Chief Operating Officer. The primary focus of the role will be to assist with database management (campsite) through the onboarding process for seasonal staff, volunteers and campers.

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.

- Manage information flow through meeting notetaking and dissemination
- Assist the Camp Program Director & Volunteer Program Manager in database management, interview coordination, background checks, and application processing
- Assist the Camp Admissions team in camper application processing, gathering medical forms, and as needed communication with families
- Act as a database manager by updating and organizing files including but not limited to: job descriptions, hiring practices, recruitment processes, manuals, etc.
- Support recruitment efforts for summer staff, volunteers, and campers
- Format information for consistency within internal and external communications – emails, job descriptions, presentations, reports, etc.

- Coordinate the translation of key documents (applications, emails, collateral, etc.) into Spanish when necessary
- Assist in management of Chief Operating Officer's calendar and set up meetings as necessary with various team members

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 function.

Prospective employees must be fully vaccinated against Covid-19 and meet other medical requirements as a condition of employment.

Education & Experience

- Associate's degree or equivalent experience, with camp experience a plus;
- Demonstrated excellence in verbal and written communication
- Ability to work under tight deadlines
- Computer proficiency in Microsoft Office, database management, and word processing
- Working toward a full-time career in camp management and/or non-profit leadership
- Strong written and verbal communication skills
- Experience with Microsoft Office applications, including Word, Excel, and PowerPoint
- Familiarity with Campsite Database preferred-not required

Language Ability

- Ability to speak Spanish fluently preferred

Please submit your resume and cover letter to:

work@victoryjunction.org

Victory Junction is an Equal Opportunity Employer providing equal employment opportunities to all employees and applicants without regard to medical condition, physical ability, race, color, ethnicity, gender, sexual orientation, gender expression, religion, national origin, age, socioeconomic background or any other characteristic protected by federal, state, or local laws. We are committed to diversity, equity, and inclusion and strive to remove barriers and provide opportunity and access for all people.