



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:

Seasonal Admissions Support

Work Schedule:

Full-time, Temporary June-August

Location:

Ashford, CT - Onsite

Position Description:

Provide overall administrative support to the Admissions Department and overall Camp as needed. In fulfilling these responsibilities, the Admissions Support will, at all times, model and transmit the Camp culture of Safety, Respect, and Love.

Our Seasonal Admissions Support can expect to...

- Provide general administrative support for Admissions Department.
- Assist Director of Camper Admissions and Admissions Coordinator in the detailed data entry for program participants - summer program, Journey programs, and other programs as assigned.
- Assist with telephone duties by fielding questions, taking messages, and forwarding to appropriate persons.
- Call to confirm pickups/drop offs for scheduled busses.
- Process requests for transportation support.
- Manage quick response & notice of receipt to all incoming applicant paperwork - individuals and groups.
- Assist with the mailing of any program/admissions information packet and applications (Camper, family weekends).
- Assist with opening and closing day responsibilities. Interacting with parents/caregivers dropping off/picking up their child and checking IDs.
- Account for Campers being onsite by distributing name tags/taking attendance.
- Know and adhere to the policies and procedures contained within the Camp Manual.

- Maintain confidentiality in regard to medical information of Campers, families and staff.
- Support, model, and participate in covid safety protocols and procedures including mask wearing, appropriate distancing, handwashing, etc.
- Perform other duties as deemed necessary by Camp leadership.

Our Seasonal Admissions Support should have...

- The ability to establish positive relationships with a variety of people in multicultural environments.
- A familiarity with and willingness to enforce all safety, emergency, and camp policies.
- Commitment to foster a community that celebrates inclusivity and our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- An ability to adapt to the changing needs of the program.
- The ability to work with a diverse community in a multicultural environment.
- Self-motivation and strong communication skills.
- A willingness to 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.
- The ability to commit to the role beginning June 1st and to the end of August.

Additional Notes:

- The minimum age for the role is 18.
- Housing is available if needed. This can be a residential or non-residential position.
- As of January 1, 2023, staff & volunteers within Summer 2023 programming are required to have the primary series AND one booster dose (bivalent) received after September 1, 2022*, to prevent against COVID-19.

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.