Job Title: Camper Admissions Coordinator  
Job Type: Full-time  
Direct Report: Camp Admissions and Partnerships Director  
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 Camper Admissions Coordinator of Victory Junction provides the means of fulfilling the mission statement by being the liaison with parents, hospital contacts, VHO contacts, and other parties regarding camper recruitment, application process, and transportation.

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.

- The liaison with parents, hospital contacts, VHO contacts, and others regarding camper recruitment, applications, and transportation
- Maintain accurate contact lists with hospitals, physicians/nurses, campers, and any other appropriate groups
- Participate in hospital and other potential camper referral contact presentations
- Contact, inform, and advise members of hospitals, treatment centers, session sponsors, and families the procedures for recruitment
- Ensure proper coordination of camper referrals, recruitment and acceptance processes
- Coordinate camper application mailing, acceptance packets, declination letters, wait-list letters, direct mail marketing, and e-mail communication
- Develop written literature including general camp information, session programming and policies
- Send, receive and sort applications for family weekend and summer camp
• Organize program meetings for social workers, doctors and child-life specialists for participating groups as well as new institutions
• Assist in design of camper applications
• Actively support the management of database (CampSite) as it relates to camper & family application processes
• Coordinate transportation, registration, departure processes for campers
• Be present for camper check-in and check-out
• Maintain accurate recording methods for camper processes for summer program
• 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 function

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 with camp experience a plus
• Demonstrated excellence in verbal and written communication
• Ability to work under tight deadlines
• Computer proficiency in micro-soft office, database management, and word processing
• Any knowledge of medical terminology a plus.

Please submit cover letter and resume 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.