



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:

Program Coordinator

Work Schedule:

Full-Time

Location:

Ashford, CT – Hybrid

Varies by season

Position Description:

Leads The Hole in the Wall Gang Camp in providing innovative, intentional designed, and highly engaging program activities while helping to create and foster a strong interdepartmental sense of teamwork and cooperation. In fulfilling these responsibilities, the Program Coordinator will at all times model and transmit the Camp culture of Safety, Respect and Love.

Our Program Coordinator can expect to...

- Serve as an active and integral member of the full-time program team (i.e. participate in weekly meetings, planning meetings, etc.)
- Assist in the planing and facilitation of family weekends, including all program plans and preparation of all program areas for use.
- Assist with seasonal summer staff recruitment, contributing to both the cultivation of general interest, as well as interest in specialized program roles (e.g. videographer, equestrian, lifeguards, etc.).
- Review and interview seasonal summer staff applicants applicants. Recommend candidates for second round conversations. Assist with hiring decisions related to all summer staff program roles.
- Develop and assemble paperwork for program staff (e.g. send job descriptions, program summaries, contracts).

- Assist in planning and facilitation of seasonal summer staff and summer volunteer orientation.
- Prepare program areas for summer. Assure program areas remain safe, organized and stocked throughout the summer.
- Produce program and activity schedules for each session.
- Supervise and evaluate all program Specialists and Counselor staff.
- Ensure summer Program Counselors and Specialists complete end of summer tasks.
- Work with the Associate Director of Volunteers to assist with the coordination, supervision, and stewardship of all program area volunteers.
- Assist with the recruit, interviewing, and hiring of our two-year contract Program Team Associate role when the position becomes available.
- Mentor and work alongside Program Team Associate throughout the year.
- Support the ropes course manager in all high ropes programming and maintain a high level of certification in this area.
- Provide opportunity for additional training and compile necessary certifications for program staff in the following areas: Pool, Boating and Fishing, Equestrian, Archery, and Adventure.
- Be familiar with and assist with the stewardship of all database records and resources that relate to Program staff and operations.
- Be familiar with and oversee the maintenance of Hole in the Wall Gang, SeriousFun, the state of Connecticut and ACA standards for safety in program areas.
- Pursue donations/purchases for previous year's program requests.
- Establish a budget for all program areas. Provide bi-monthly updates for each program area to Assistant Camp Director.
- Coordinate and control all program purchase requests for materials or services.
- Assist with and perform other duties as assigned.

Our Program Coordinator should have...

- Experience with and/or an understanding of the considerations that surround residential camp programming is strongly preferred.
- Experience supervising seasonal staff is strongly preferred.
- A degree and/or coursework in a related field is desirable, but there is no minimum education requirement.
- The ability to establish positive relationships with a variety of people in multicultural environments
- Excellent interpersonal communication skills; written and verbal communication skills to diverse internal/external stakeholders, including reports, written communications, and presentations to key audiences
- Strong organizational and time management skills
- Self-starter with ability to multi-task and prioritize work day/projects independently
- A familiarity with key software and database resources (e.g. Microsoft Office, Salesforce, FormAssembly, etc.) and adaptable digital skills
- Ability to work a flexible schedule as needed to lead, supervise, or participate in Camp activities.
- Full onsite summer residential required (i.e. late May through late August), and designated weekends on which Camp has programming throughout the year.
- A willingness and ability to work outdoors in hot and cold weather conditions.
- A willingness and ability to operate computer for extended periods with appropriate

breaks.

- Valid Driver's license and driving record which meets HITWG insurance carrier requirements.
- Ability to frequently lift up to 25 pounds.
- 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.