



## 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:**

Admissions Recruitment Coordinator

### **Work Schedule:**

Full-Time

### **Location:**

Ashford, CT – Hybrid

Varies by season

### **Position Description:**

The Admissions Recruitment Coordinator is responsible for recruiting and enrolling campers and their families in residential programs. This position is a key collaborator with hospital partners who refer camper families to our programs, using highly skilled customer service tools will be critical to the success of this role. While performing these and related responsibilities, our Admissions, Recruitment Coordinator is expected to further and enhance our organizational culture and core values.

### **Our Admissions Recruitment Coordinator can expect to...**

- Contribute to the development and execution of recruitment strategies targeting new and returning campers to participate in residential programs.
- Travel to New England and Mid-Atlantic hospitals to promote program opportunities to clinic professionals and camper families. Directly assist families in the application process.
- Serve as the point of contact with hospital partners, supporting them in meeting target numbers of participants and helping them feel like valued members of THITWGC's community.
- Develop engaging content for application invites and e-newsletters updating families and hospital partners about program opportunities and Camp happenings.
- Build and maintain relationships with hospital partners, including educating clinic professionals about program opportunities.

- Assist in creating and distributing promotional flyers that align with the Camp's brand, increase an understanding of the application process, and encourage participation in residential programs.
- Coordinate and attend virtual and in person recruitment events to promote Camp's residential programs.
- Provide excellent customer service and guide prospective camper families through the application process, including providing program information, explaining admission requirements, and assisting with application procedures.
- Input and update camper information, medical forms, and other relevant data into Salesforce ensuring data is entered correctly and completely.
- Assist in coordinating and executing the logistics for camper arrival and departure days.
- Develop and maintain a comprehensive understanding of THITWGC's programmatic offerings, eligibility criteria, and messaging to answer application queries.
- Coordinate transportation including public transport, rental cars, and other reimbursements.
- Create or update PowerPoint presentations to be visually appealing, persuasive, and educational and engage hospital professionals.
- Assist with special projects and performs additional duties as assigned.

### **Our Admissions Recruitment Coordinator should have...**

- A degree and/or coursework in related field is desirable, but there is no minimum education requirement.
- Experience with residential camp programming, preferably within the admissions department is also desirable, but not required.
- Familiarity with Salesforce or other CRM software.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Excellent communication skills written and verbal. Experience presenting complex information in a simple way.
- Strong organizational and administrative abilities.
- Marketing skills and experience creating promotional materials.
- Bilingual/Spanish language skills preferred.
- A familiarity with key software (e.g. Microsoft Office, Salesforce, FormAssembly, Canva, Zoom, Calendly, etc.) and adaptable digital skills.
- A willingness and ability to operate computer for extended periods with appropriate breaks.
- An ability to work extended hours (especially during the summer season), including evenings and weekends, and availability for overnight travel.
- A valid Driver's license and driving record which meets HITWG insurance carrier requirements. Ability to travel to assigned worksites.
- 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.