



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 Team Associate

Work Schedule:

Full-Time

Location:

Ashford, CT – Hybrid, Varies by Season

Position Description:

The Program Team Associate is a member of the Ashford Camp Program leadership team who works in conjunction with the Program Coordinator to support program staff. The Program Team Associate assures program areas remain safe and organized as well as provide innovative and engaging camp program activities, while fostering a strong community. This position requires the ability to work both independently and as a part of a team as well as strong organizational, communication, and teamwork skills.

Our Program Team Associate can expect to...

- Assist in the recruitment of seasonal staff.
- Assist in the application review process of seasonal staff.
- Serve as "gatekeeper" for seasonal staff applications.
- Create all residential programming schedules.
- Assist with seasonal staff interviews and work in conjunction with the Program Team.
- Develop and assemble paperwork for seasonal staff (send job descriptions, program summaries, contracts).
- Act as an active and integral member of the full-time program team (participate in weekly meetings, planning meetings, etc.) to support both the residential life and program sides of Camp, as well as volunteers and AYA programming.
- In the summer, work in conjunction with the Program Coordinator to support the program counselors; evaluate program counselors and support Program Coordinator in other assigned tasks.

- Assist in the compilation of necessary certifications for program staff in the following areas: Pool, Boating & Fishing, Equestrian, Archery, and Adventure. Additionally, be trained in as many of these areas as possible.
- Be familiar with and oversee the maintenance of Hole in the Wall Gang, SeriousFun, State and ACA standards for safety in program areas.
- Assist in planning and facilitating all staff orientation and specific program area orientation.
- Assist in the preparation of program areas for any on site programming. Assure program areas remain safe, organized, and stocked.
- Assist with collection of end of summer documents for all program areas including summary of program activity plans, wishlists, and beginning and ending inventories.
- Work with Program Team to plan and facilitate family weekends.
- Work with Program Coordinator to plan and supervise program plans for all family weekends.
- Work with any outside vendors and programs associated with Camp.
- Assist in coordinating the Camp holiday party.
- Assist with special projects and perform additional duties as assigned.

Our Program Team Associate should have...

- Experience with and/or an understanding of residential camp programming preferred.
- SeriousFun Children's Network experience desirable.
- A degree and/or coursework in a related field is also 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.
- The ability to multi-task and prioritize work day/projects independently.
- A familiarity with key software and database resources (e.g., Microsoft Office, Salesforce or database equivalent, etc.) and adaptable digital skills.
- The ability to work fully onsite during the summer and designated weekends on which Camp has programming throughout the year. (Full onsite summer residential required)
- The ability to work a flexible schedule as needed to lead, supervise, or participate in Camp activities.
- The ability to work outdoors in hot and cold weather conditions.
- The ability to operate computer for extended periods with appropriate breaks.
- A valid Driver's license and driving record which meets HITWG insurance carrier requirements.
- The ability to frequently lift up to 25 pounds.

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.