



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 thousands of children with serious illnesses and their families 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 dozens of hospitals and clinics, directly in camper homes and communities and through other outreach activities across the Northeast and Mid-Atlantic.

Position Title:

Assistant Camp Director

Work Schedule:

Full-Time

Location:

Ashford, CT; Hybrid – Varies by Season

Position Description:

The Assistant Camp Director is responsible for the day to day operations of the summer and weekend programming. Provides direct support and supervision to the full-time Program Coordinator, Program Team associate, Residential Life Coordinator, as well as all seasonal staff. Helps create and foster a strong interdepartmental sense of teamwork and cooperation. Provides assistance to the Camp Director in the process of recruiting, hiring and training of all full-time and seasonal staff. Assists Camp Director in all aspects of program development, ensuring compliance with all applicable program, safety, and licensing/certification standards. Ensures that all Camp activities and programs are safe, engaging, and are intentionally designed to foster and strengthen a social context of Safety, Respect, and Love.

Our Assistant Camp Director can expect to...

- Communicate and demonstrate the organization's mission, goals, and culture, and lead staff and Campers in creating a social context of "Safety, Respect, and Love."
- In cooperation with the Camp Director, hire, train, monitor work performance, and plan for the continued professional development and support of full-time direct and department reports.
- Work in conjunction with the Associate Director of Volunteers to recruit all seasonal staff and volunteers, including advertising at career fairs, and take lead on interviewing, selection, and completing all hiring paperwork requirements.

- Organize, plan, and facilitate comprehensive training for all seasonal staff, including all summer/weekend program staff and volunteers. Ensure specialized trainings and required certifications are completed for all staff in high-risk program areas.
- Engage direct reports and other stakeholders as part of continual process of prototyping new Camp program opportunities. Assist Camp Director in continual planning and execution of enhancements to all summer and year-round programs.
- Responsible for ensuring compliance with program plans and all Camp policies and procedures in order to hold staff accountable to organizational goals and expectations.
- Participate in ongoing professional development and maintains current knowledge of best practices in Camp management and in working with Camp's target population.
- Collaborate with the Medical Team regarding Camper recruitment and admissions. Review with the Medical Team any applicants whose needs fall outside the typical Camper profile (psychosocial review).
- Work closely with the Medical Team to ensure the optimal coordination between medical and program activities.
- Provide support and guidance for all personal and professional issues that surface with the summer and weekend staff.
- Work closely with the Camp Director on creation of the Camp budget and other financial matters. Manage budget for Camp Program, Residential Life operations, directly and through Camp management staff. Continual analysis of cost savings opportunities.
- Assist the Director of Research and Evaluation in implementing measurement tools to evaluate program success and stakeholder satisfaction for all Camp programs. Create and implement changes to further improve and grow the programs.
- Responsible for continual review and improvement of behavior development policy and procedure, ensuring that it is integrated into staff and volunteer training and day-to-day guidance of Camper behavior.
- In collaboration with the Residential Life Coordinator, review all "Camper reports" and "Behavioral incident reports" and makes Camper and/or procedural changes as necessary.
- In collaboration with program and residential life staff, determine which Campers need a behavioral contract or other such plan in order to return.
- Maintain current certification at the "trainer" level in Therapeutic Crisis Intervention. Ensure that summer staff are adequately trained to address challenging and escalated Camper Behavior.
- Facilitate communication between campers, parents, staff to address and resolve conflicts, child development issues, and parental concerns relative to campers or Camp activities.
- Oversee the preparation of the cabins and program areas for all programs. In addition, this position will assume the Challenge Course Manager role as outlined on the Challenge Course Manager job description.
- Maintain up-to-date safety procedures and collaborates with the Camp Director to plan and implement all required safety training and emergency response drills.
- Collaborate with, and report on Camp activities to executive team, as required.
- Assist in the planning and facilitation of other Camp events, such as Bandit Round Up, Holiday Party, Camp tours, etc.
- Provide support to the development team in delivering information, tours, and/or accommodation to donors and other friends of Camp. Represent Camp at fundraising or other public events.

- Responsible for compliance and licensing for the Camp and staff. Establish and maintain policies and procedures for compliance with Federal and State regulations, American Camping Association (ACA) accreditation, and all SeriousFun Network criteria.
- Report to the Camp Director on development of annual objectives and budgets and the status of the work on the Camp team to accomplish those objectives.
- Assist with special projects and perform additional duties as assigned.

Our Assistant Camp Director should have...

- Minimum five years' experience in Camp program management, environmental and outdoor education; minimum 3-5 years' supervisory experience.
- Demonstrated experience in strategic planning, program delivery and oversight, leading cross-functional teams, and managing multiple projects simultaneously with changing priorities and tight deadlines.
- Bachelor's Degree in education, psychology, social work, or other related field. Master's Degree in social work strongly preferred.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Excellent written and verbal communications skills to diverse internal/external stakeholders, including reports, written communications, and presentations to key audiences.
- A thorough understanding of child development and ability to develop and deliver age appropriate programs.
- Experience skillfully leading and inspiring staff on an individual basis as well as in large staff meetings.
- A proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Residential requirement from late May through late August and 2/3 of all weekend programming.
- The ability to work a flexible schedule as needed to lead, supervise, or participate in Camp activities.
- Summer and weekend programs require long work days (on average 8 am to 9 pm).
- 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.