



2024 Program Coordinator Job Description

The Aspen Camp for the Deaf and Hard of Hearing (the “Camp”) is seeking a reliable, enthusiastic, full-time/seasonal **Program Coordinator** to support camp operations during our busiest months. The position is a term-limited , 5-month position serving from April 15 to September 15, 2024. The Program Coordinator will report to the Aspen Camp Board of Directors and oversee all aspects of camp operations and programming.

While leveraging your exceptional leadership, supervisory, and group management skills, you will nurture both the volunteer staff and campers, ensuring a positive and enriching camp experience. Serving as the administrative link between the board and the field team, you will play a pivotal role in the overall success of the camp.

Essential Functions/Responsibilities

Leadership: Demonstrate outstanding leadership qualities, guiding and inspiring both campers and staff members throughout the season.

Supervision and Group Management: Effectively supervise and manage the group’s activities, ensuring a safe and engaging environment for all participants. Duties include:

- Program planning and coordination
- Tracking the registration and payment process for camp participants
- Responding to inquiries regarding programming

Administration: Act as the administrative liaison between the group and program leaders, facilitating smooth communication and coordination of activities and resources.

Duties include:

- Recruiting, training, and supervision of program volunteers/leaders
- Preparing the campus property for programs including menu planning/food shopping, restocking, and cleaning
- Tracking program expenses, purchases of supplies and food, etc. in a spreadsheet
- Conducting post-program evaluations and prepare final reports for the board of directors

- Work closely with Aspen Camp Board of Directors on the coordination of various special projects
- Oversee the safe operation of programs and special events
- Oversee any facility rentals
- Lead tours of the camp facilities
- Regular communication through phone, text, and email with board members, locals, volunteers, camp participants and others
- Managing and keeping track of master camp calendar
- Supporting Summer Concert Series fundraising events
- Supervision of summer interns and volunteer staff
- Communicating effectively with Camp Caretaker and be willing to address certain facilities issues
- Assisting with marketing efforts including photos and reports for web and social media platforms

Problem Solving: Address challenges and conflicts within the group promptly and effectively, promoting a positive and respectful atmosphere among campers and volunteer staff.

Energy and Enthusiasm: Bring boundless energy, enthusiasm, and positivity to the camp environment, creating a vibrant atmosphere for campers and staff alike.

Role Model: Serve as a role model for both campers and volunteer staff, exemplifying the values of respect, responsibility, and teamwork.

Local Outreach and Relationship Building in the State of Colorado and Nearby Communities: Work collaboratively with the Board of Directors to create a cohesive and supportive camp community.

Qualifications

- Proven experience in leadership and group management, as well as program design and coordination, preferably in a camp or similar setting.
- Proven experience in working with diverse populations.
- Strong supervisory skills, with the ability to effectively manage and inspire a team of diverse individuals.
- Exceptional interpersonal and communication skills, both with adults and children.
- Comfortable leading and managing other adults, fostering a positive and inclusive team dynamic.
- High energy level and enthusiasm, with the ability to maintain a positive attitude in a fast-paced environment.

- First Aid and CPR certification will be required before the first session.
- Valid driver's license (required)
- Food handlers certification (preferred)
- Fluency in ASL and strong English language skills (preferred)
- Bachelor's degree (or equivalent lived or work experience) (preferred)
- Previous experience working in a camp setting is a plus.
- Current Colorado resident is a plus.

Salary/Benefits:

- \$3,200 - \$5,200 monthly pay.
- Housing provided on-premises - own bedroom, shared kitchen and shared laundry. The Program Coordinator must be on-site at all times during Camp sessions.
- Utilities (Water, Heat, Electricity, Wifi) included.
- Worker's Comp Insurance Coverage provided.

TO APPLY: Please send your resume and a cover letter to splendidfundraisingLLC@gmail.com with your first and last name in the subject line. Applications will be reviewed on a rolling basis. Applications received on or before February 23, 2024 will be given priority consideration. *No phone calls please.*

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.