

Camp HBC Volunteer Care Coordinator

JOB DESCRIPTION



Department: Camp HBC	Reports To: Camp HBC Director
	Department: Camp HBC
Work Level: June, July and August Full-Time	Approved By:
	Date Revised: January 2024

JOB SUMMARY

Reporting to the Camp HBC Director, the Camp HBC Volunteer Care Coordinator's role is to recruit and select spiritually, mentally, and physically qualified volunteers who will adhere to the camp's mission and support all camp activities. You will support the Assistant Director to ensure all volunteers' training and current documentation is received prior to scheduling their time at camp. You will coordinate the schedule of volunteers to ensure camper-volunteer ratios are met for small groups and work collaboratively with Preparation Coordinator to ensure kitchen volunteers are trained in the disinfection procedures and safe operation of the kitchen equipment. You will setup a break room for volunteers to relax and prepare for camp. Prior to the daily camp activities, you will meet with all the volunteers, pray for camp, share a short devotional, and effectively communicate the daily schedule.

Commitment to Mission

- Ensure that the mission statement of Camp HBC is fulfilled - "To present the gospel, live in a manner worthy of the gospel, and serve our campers and families for the sake of the gospel."
- Ensure all work aligns with the camp's mission.
- Support Camp HBC's values, which include conducting oneself in a manner that is consistent with the code of conduct as well as Office Culture at HBC.
- Promote and support a positive and encouraging work culture.
- Exemplifies Christian devotion, obedience, and character. Must be a regular student of the Word.
- Agrees with HBC's Statement of Faith and Vision & Staff Lifestyle Policy, without reservation.
- Understands, and is demonstrably committed to, regular church attendance.

DUTIES AND RESPONSIBILITIES

- Workplace conduct should reflect a knowledge of and adherence to Camp HBC Mission.
- Follow all HBC health and safety policies & procedures to ensure the safe execution of all camp work.
- Recruit and select spiritually, mentally, and physically qualified volunteers.
- Assist with the initial volunteer training program.
- Support the Assistant Director to ensure all volunteers' training and current documentation is received prior to scheduling their time at camp.
- Regularly communicate with volunteers to ensure a clear understanding of expectations and activities.
- Develop a skills and knowledge assessment of all selected volunteers to determine assignment roles.
- Coordinate the schedule of volunteers to ensure camper-volunteer ratios are met for small groups.
- Work collaboratively with Preparation Coordinator to ensure kitchen volunteers are trained in the disinfection procedures and safe operation of the kitchen equipment.
- Setup and maintain a volunteer break room.
- Coordinate the volunteer sign-in and sign-out process.
- Prior to the daily camp activities meet with all volunteers, pray for camp, share a short devotional, and effectively communicate the daily schedule.
- Support volunteers during regular camp activities.
- Assist daily with camp preparation activities.

MINIMUM REQUIREMENTS

- Strong communications and interpersonal skills.
- Previous experience setting up camp activities.
- Strong project management, organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline and with quality.

- Self-motivated with the ability to work independently as well as effectively as part of a team, instilling confidence, and trust among team members.
- High ethical standards, discretion, and confidentiality in working with campers, team members and volunteers.
- A passion for the organization's mission.
- Ability to work well within a diverse team of internal and external individuals.

SKILL, EFFORT, COMPETENCIES AND OTHER SPECIFICATIONS

Education/Qualifications

- Bachelor's Degree preferred.
- Knowledge of Google Workspace.

Experience

- Minimum of two (2) years' camp experience preferred.

Communication

- Demonstrated interpersonal skills.
- Able to provide timely and concise information to others both orally and in writing.
- Help others communicate effectively by ensuring that communication occurs among all organizational levels and with all appropriate people.
- Able to express and present thoughts, opinions, preferences, and complex ideas clearly, succinctly and in an understandable manner.
- Encourages honesty, trust, and respect in relationships with others.
- Strong facilitation skills.
- Able to influence others.

Physical Demands

- Sitting, walking, crouching, bending, and lifting.
- Varying lumbar and vertical rotation, as well as shoulder reach.
- Sustained standing, walking, bending lifting and sitting as required.

Mental Demands

- Ability to respond effectively to inquiries, issues, and concerns.
- Short and long-term memory capability.
- Alertness, concentration, judgment, and decision making.

Other Competencies

- Ability to empathize and connect with team members.
- Ingenuity and creativity.
- Problem solving, critical thinking and information seeking skills.
- Ability to work in a self-directed environment; ability to work independently and as part of a team.
- Ability to establish priorities and manage a variety of tasks.
- Ability to be highly flexible and adaptable to manage complex people issues and competing priorities simultaneously.
- Ability to meet deadlines and targets as committed to.
- Discretion, judgement, and ability to handle confidential and sensitive information.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent to the position.

The above information is correct, as approved by:

Pastor of Administration

Date

Camp HBC Director

Date