



## CAMP RESILIENCE POSITION DESCRIPTION

**POSITION:** Program Coordinator  
**AGENCY:** Camp Resilience  
**STATUS:** Part-Time (20-30 hours/week)  
**FSLA:** Non-Exempt  
**PAY:** \$20-25/hour depending on experience  
**REPORTS TO:** Executive Director

### ABOUT CAMP RESILIENCE

Camp Resilience leverages the scenic outdoors of the New Hampshire Lakes Region to improve the physical, social, mental, and emotional well-being of Military Service Members, Military Veterans, First Responders, and their Families. We facilitate outdoor experiential learning activities, life skills training classes, along with peer-to-peer counseling opportunities, in order to enable and empower participant resilience and well-being. Additionally, we prepare and encourage participants to positively impact their home communities throughout New England.

### POSITION DESCRIPTION

The Camp Resilience Program Coordinator reports to the Executive Director and is responsible for taking the lead in planning and organizing programs and activities, primarily multi-day Camp Resilience retreats. The Program Coordinator provides direction and support to many volunteers who plan, manage and assist with activities.

### KEY RESPONSIBILITIES

- Works with staff and key volunteers to plan the annual calendar of retreats
- Works with key volunteers and staff to coordinate all operational details of all retreats
- Document all retreat planning and coordination activities into a program manual
- Ensures quality implementation of organizational policies and practices
- Maintains retreat budgets and tracks expenditures
- Coordinates retreat workshops with facilitators
- Coordinates sports and outdoor activities for retreats
- Coordinates with partner organizations who donate goods and services
- Coordinates food and lodging for retreats
- Provides supervision, support and recognition to volunteers
- Communicates with program applicants and coordinates attendance
- Helps build positive relations within the team and external parties
- Schedules and organizes meetings and events
- Ensures technology is used effectively for all operations (video conferencing, presentations etc.)
- Maintains necessary documentation and orders material and supplies
- Maintain updated records for evaluation and review
- Researches similar program models to find best practices



- Supports growth and program development
- Creates and maintains private online groups for program participants and alumni

### **RELEVANT EDUCATION, EXPERIENCE AND SKILLS**

- Experience as a program coordinator or equivalent position
- Knowledge of program management and development practices
- Knowledge of budgeting, bookkeeping and reporting
- Experience planning events
- Tech savvy, proficient in MS Office
- Ability to work with people
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Bachelor's degree in a relevant field preferred
- Veterans and/or first responder experience preferred

### **ADDITIONAL REQUIREMENTS**

- Pleasant personality and telephone manner, clear speech, and ability to hear adequately to communicate by phone
- Ability to travel throughout New England
- Ability to work a flexible schedule, which includes nights and weekends
- Valid driver's license

### **PHYSICAL REQUIREMENTS**

- Ability to tolerate prolonged sitting and/or standing and to lift up to approximately 25 pounds to waist-high level whenever necessary
- Mobility includes regular sitting, some standing, lifting, carrying, and walking
- Minimal requirement to reach at or above shoulder level; occasional reaching below shoulder level required.

### **TO APPLY**

Send your resume and a cover letter outlining your experience and passion for our mission to [Jobs@camp-resilience.org](mailto:Jobs@camp-resilience.org). Please write "**Application – Program Coordinator**" in the subject line.

### **EQUAL OPPORTUNITY EMPLOYER**

Camp Resilience is committed to creating a diverse and inclusive work environment. We encourage candidates from all backgrounds to apply and bring their unique perspectives to our organization.