



CAMP RESILIENCE POSITION DESCRIPTION

POSITION: Volunteer Coordinator
AGENCY: Camp Resilience
FSLA: Non-Exempt
STATUS: Part-Time (20-30 hours/week)
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 Volunteer Coordinator reports to the Executive Director and is responsible for recruiting, cultivating, managing and recognizing Camp Resilience volunteers. The Volunteer Coordinator will create and maintain a user-friendly digital platform that facilitates volunteer applications and communication with volunteers. The Volunteer Coordinator collaborates with the Program Coordinator to plan and support Camp Resilience multi-day retreats.

KEY RESPONSIBILITIES

- Creates and maintains digital platform to facilitate volunteer applications and communication
- Recruits new volunteers
- Creates system for ongoing volunteer recognition
- Collaborates with staff and key volunteers to plan the annual calendar of retreats
- Fills in for Program Coordinator by coordinating and supporting multi-day retreats as needed
- Manages social media and other communications aimed at volunteers
- Ensures technology is used effectively for all operations (video conferencing, presentations etc.)
- Maintains necessary documentation and orders material and supplies
- Maintains updated records for evaluation and review
- Researches similar program models to find best practices
- Supports growth and program development



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. Please write "**Application – Volunteer 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.