



Trailways Camps, Inc.: Job Posting

Position: Camp Coordinator

About Trailways Camps, Inc.

Our organization is a passionate 501c3 non-profit charity whose Mission is “Enabling adults with special needs, and those who care for them, to grow their social, emotional and spiritual relationships.” We provide four-day -three-night camps at Riverside Retreat- 4-6 Camps per year. Campers connect while enjoying a multitude of experiences that some would not normally have the opportunity to enjoy. Some of the activities include fishing, swimming, horse experiences, arts & crafts, and a talent show among many other activities. The overnight camping experience also provides a needed respite for the camper’s care giver. Our organization relies heavily on the utilization of skilled professionals and many dedicated volunteers to assist campers for all Camp activities.

The Opportunity

We envision a community of uniquely created individuals in relationship with one another, and are seeking a dedicated and enthusiastic leader to manage Trailways Camp operations. The ideal candidate has hands on experience in camps or related programs for people with disabilities and excels at organizing dynamic, safe and inclusive camp environments. Someone who thrives on building community, problem solving on the fly and creating memorable experiences.

Job Requirements

- a.** marketing and outreach to campers, families/caregivers, volunteers, and staff;
- b.** design of the Service Activity program for each camp session;
- c.** recruitment of activity vendors, professional service staff (nursing, personal care support and counselors) and volunteers;
- d.** placement and assignment of volunteer roles, dietary and mobility supports;
- e.** camper home visit assessments, camper and volunteer application processing;
- f.** Raise awareness and build community collaboration and partnerships;
- g.** implementation of outcome surveys and demographic data compilations;
- h.** maintaining a current policies and procedures manual;
- i.** implementation of staff and volunteer orientations and training;
- j.** presence, supervision, and operations oversight at each camp session; manage inventory

The Coordinator will report to, and work closely with, the Executive Director to maintain the vision and mission of the program, execute business communications and decisions, plan and execute quality improvement initiatives. The Camp Coordinator will closely coordinate with the part time Operations/Outreach Assistant to assure that camp operations maintain health, safety, and outcome accountability. The Coordinator will maintain knowledge and skills applicable to population subgroups, best practice standards, and technical applications necessary for efficient administrative practices.

081625

www.trailwayscamps.org

Trailways Camp is “A Place Where You Are Something Special”