



# Job Description

**Title:** Camper Recruiter  
**Reports to:** Medical Director

The Camper Recruiter helps facilitate the attendance of campers in identified pediatric condition groups through outreach and awareness; collaboration with partners; production and distribution of applications and informational materials; communication with campers, parents and health professionals; and coordination with camp program and medical staff. The Camper Recruiter is the primary point of contact between Roundup River Ranch and the campers and their families when camp is not in session.

## **Key Responsibilities**

### ***Outreach***

Identify and develop a network of partners to increase awareness to relevant diagnosis groups  
Distribute camp materials and present additional resources and information to our partners that will support awareness and access to camp attendance opportunities  
Collaborate with the Children's Hospital/ RRR camp liaison contact to develop and monitor effective camper recruitment strategies, in order to maximize outreach and ensure full sessions.  
Identify additional clinics and medical facilities that will distribute information and resources to increase awareness for the recruitment of campers and medical volunteers.  
Cultivate relationships with social workers, nurses, other health professionals, and schools  
Create, maintain and update the contact lists for referring hospitals and clinics  
Develop and present informational sessions for camper families and referring medical professionals  
Attend events to promote an increased awareness of camp

### ***Marketing***

Collaborate with marketing team to design, produce and update recruitment materials  
Communicate with health organizations and parent groups for inclusion of camp listings

### ***Applications***

This position manages highly confidential medical information and records. The highest level of confidentiality must be maintained at all times.  
Be responsible for camper application from design and distribution to application review coordination  
Communicate with physicians, hospital representatives and camper families to expedite completion and compliance with application requirements in a timely manner  
Track applications and monitor progress through the camper application process; communicate with camper families regularly  
Communicate with camper families and medical partners to confirm or decline campers as appropriate

### ***Transportation, Arrival and Departure***

Assess, make recommendations for and coordinate all transportation needs for all sessions to include both ground and air transportation options and logistics  
Coordinate all logistics of remote camper check-in to include, space reservations, staffing and all supplies, procedures and protocols

Create and distribute camper arrival day check-in materials, including transportation and arrival time rosters and other pertinent arrival information  
Provide designated summer staff chaperones and medical chaperones with the appropriate Alert Lists, emergency protocols, transportation policies and guardian contact information  
Maintain communication with all bus chaperones and Children's Hospital Camp Liaison in Denver to track transportation progress and ensure campers' safe and timely arrival at camp. Communicate with camp leadership team about any issues that arise before, during or after camper transportation.  
Be present on site to oversee all aspects of camper arrival and departure including transportation, greeting camper families, and serving as primary point of contact  
Provide updated camper lists to Executive Camp Director, Nursing Director, and Medical Director in the event of last minute cancellations or no shows.  
Ensure all medications, luggage and Food & Beverage are assigned to the appropriate transport vehicle for departure.

### ***Administrative***

Maintain an effective camper database ensuring records and administrative notes are updated  
Build database reports needed including a report on final camper numbers and demographic data.  
Train and support camp staff in use of database software and tools  
Manage the security, filing system, storage and archiving of all camper files  
Review and update camper application forms in conjunction with camp and medical teams and partner groups where applicable  
Meet with partner groups as needed for end of season feedback and camp wrap-up  
Other duties as assigned

### ***Camper Involvement and Retention***

Oversee camper family newsletter  
Coordinate all camper reunion RSVPs  
Develop year-round opportunities for camper family outreach and touchpoints

### ***Qualifications***

Passion for the Roundup River Ranch Mission  
Bachelor's degree preferred  
Previous experience working with children who have a serious illness and / or special needs  
Advanced computer skills, including database management experience, are a requirement  
Strong collaboration and team building skills  
Well-developed communication skills

### ***Special Conditions***

This is a full-time, year-round position with significant time demands in the camp season. This position is based at the Roundup River Ranch campsite in Gypsum, Colorado and is not a residential position. The position requires some flexibility in days worked and time of day worked to ensure supervision and coordination of camper arrival and departure days and to maintain open lines of communication and follow up during transportation of campers to and from camp. Some travel may be required.

**Applications** For more information about Roundup River Ranch and to apply, please visit [www.RoundupRiverRanch.org](http://www.RoundupRiverRanch.org). Interested Applicants should attach a cover letter and resume to their application.

Roundup River Ranch is an equal opportunity employer.