



Volunteer Director Double H Ranch 2019

Job Title: Volunteer Director
Location: Lake Luzerne, NY
Job Class: Full Time
Reports to: Camp Director
Team: Operations Team
Salary: \$45,000-48,000 plus benefits

Volunteer Director

Double H Ranch is currently seeking to hire a year-round full time Volunteer Director. The Volunteer Director is responsible for the supervision of all program volunteer efforts at the Double H Ranch including summer session volunteers, program volunteers, family pal volunteers and adaptive winter sports program volunteers. This individual will recruit, select, and train volunteers for all volunteer opportunities at camp. The ideal candidate will be comfortable with speaking in front of large groups and will work collaboratively with the team bringing new and creative ideas to the position.

Team Overview

The Operations team is responsible for implementing all programs that impact campers and families. The main goals for the Operations team are to provide engaging, safe and intentional programs for our campers, families, volunteers and staff members. As a team they are focused on teamwork, creative ideas and always asking “how does this impact the kids”.

Why work at Double H?

“Working at Double H has allowed me to a make difference in the lives of others, presented me with new challenges and provided me a with a great support system in my coworkers”

How to Apply

Interested applicants should submit a resume and over letter to :

Lisa Boucher

HR Director

lboucher@doublehcamp.org

The mission of the Double H Ranch is to provide specialized programs and year-round support for children and their families dealing with chronic and life-threatening illnesses. The Volunteer Director supports this mission by providing qualified volunteers in all seasons of programs. The Volunteer Director will ensure all volunteers are properly selected and trained to provide a safe and meaningful Double H experience and are recognized for their work and time given to Double H.

Expectations of Employee

- Responsible for knowing and adhering to Double H's policies and procedures
- Act as a role model within the Double H community
- Maintain a positive and respectful attitude with all staff, volunteers, families, campers and donors
- Communicate regularly with the Camp Director about all aspects of the volunteer program
- Provide tours for the general public, future volunteers and donors when needed
- Demonstrate flexible and efficient time management skills and ability to prioritize workload
- Perform additional duties and responsibilities as assigned as assigned by supervisor
- Report any acts of maltreatment, neglect, and/or any other violation of policies immediately to the Director of Operations or HR Director

Essential Duties and Key Responsibilities (Every Season)

- Plan and facilitate all volunteer trainings for every season
- Provide feedback and support to all volunteers
- Facilitate and supervise one residential family weekend each program season
- Flexible schedule based on a need for working weekend and evening programs
- Assist program team in implementation of all year-round camp programs; including providing support for camp events.
- Supervise Volunteer Assistant who processes all volunteer applicants and ensures that all information is updated in database
- Update volunteer application for all program seasons on an annual basis
- Create end of season reports with volunteer statistics and volunteer hours
- Adhere to budget allocations
- Interview and reference check all applicants that will work directly with children
- Create and maintain volunteer informational websites in all seasons
- Distribute program evaluations to all volunteers in every season to collect feedback and set next season goals
- Provide and update job descriptions for volunteers



Volunteer Director Job Description

Adaptive Winter Sports Program Responsibilities

- Organize and schedule all winter volunteers for every program day
- Track winter volunteer training hours
- Create monthly e-newsletters to communicate with volunteers accordingly throughout the year to ensure retention and recognition
- Collaborate with Adaptive Sports Director to recruit and train for winter ski/snowboard instructors, lodge hosts and family weekend pals in collaboration with the Operations Team
- Plan and implement a full day training for our lodge hosts

Fall and Spring Family Program Responsibilities

- Recruit, train and coordinate all volunteer family pals for each of the 10 family programs
- Recruit and fill all general day volunteer program placements
- Organize all volunteer housing and family pal assignments for family weekends
- Work with program team to facilitate family programs

Summer Camp Program Responsibilities

- Coordinate all session volunteers for the summer program
- Facilitate volunteer orientation at the beginning of each session that reviews all Double H policies and procedures, child development, and volunteer responsibilities
- Collaborate with Camp Director to coordinate all volunteer housing and cabin assignments
- Ensure that all volunteers are integrated into the summer program, providing adequate supervision for all campers and are given appropriate feedback on their performance
- Provide weekly meetings for volunteers to follow up on concerns, feedback and give volunteers recognition for their time
- Design and oversee a comprehensive volunteer evaluation and follow up on any feedback

Qualifications

Experience, Education and Licensure

- Must possess a BA/BS college degree in a related field
- Creative and independent with a passion for working in the team environment
- Prior experience working with children
- Prior experience working with organized volunteer community events and/or the nonprofit sector
- Strong oral and written communication skills with prior experience public speaking and facilitating appropriate and interactive full day trainings
- Independent decision-making skills
- Works well under pressure
- Fluent computer skills- data entry, word processing, internet navigation
- Must be 21 years of age
- No criminal conviction record related to the treatment of children



Volunteer Director Job Description

Language Skills

- Ability to read, analyze, and interpret information including legal documents and reports
- Ability to respond to common inquires or complaints, regulatory agencies, or the community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to effectively present information to management, public groups and volunteers

Americans with Disability Specifications

Physical Demands

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear, taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate to loud during the summer program.