Job Description

Title: Camper Recruiter, Denver
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, with focus on greater Denver area.
• Distribute camp materials and present additional resources and information to our partners that will support awareness and access to camp attendance opportunities
• Collaborate with camp liaisons 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, with a focus on greater Denver area.
• Cultivate relationships with social workers, nurses, other health professionals, and schools with a focus on the greater Denver area.
• 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, with a focus on Denver based events.

Marketing

• Collaborate with Camp based Camper Recruiter to 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 always be maintained.
• Collaborate with Camp based Camper Recruiter to update camper application.
• 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
• Ensure camper arrival day check-in materials, including transportation and arrival time rosters and other pertinent arrival information, are ready for remote check in locations.
• Confirm that designated summer staff chaperones and medical chaperones have the appropriate Alert Lists, emergency protocols, transportation policies and guardian contact information prior to transport.
• Maintain communication with Children’s Hospital Camp Liaison in Denver Communicate with camp leadership team about any issues that arise before, during or after camper transportation.
• Be present at remote camper pick up/drop off locations 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 and luggage are returned to family upon arrival in Denver.

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 Denver based recruitment liaisons in use of database software and tools.
• 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
• Coordinate all camper reunion RSVPs.
• Coordinate 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.
• Evening and weekend work required.

Special Conditions
This is a full-time, year-round position with significant time demands in the camp season. This position is a remote working position that is Denver based. 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 and to apply for this position online, please visit www.RoundupRiverRanch.org. Please attach a cover letter and resume to your application.