**Job Title:** Program Recruiter

**Location**: Lake Luzerne, NY

**Job Class:** Full Time

**Reports to**: Director of Operations

**Team**: Operations Team

**Salary:** $45,000-48,000 plus benefits

Program Recruiter

Double H Ranch is currently seeking to hire a year-round full time Program Recruiter. The Program Recruiter is responsible for the recruitment efforts of campers, staff and volunteers in all seasons of program at the Double H Ranch including campers, summer session volunteers, program volunteers, family pal volunteers and adaptive winter sports program volunteers. This individual will establish recruitment partnerships, coordinate recruitment events and collaborate with the staff team on needs within the program. 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.” Julia K.

How to Apply

Interested applicants should submit a resume and over letter to:

Lisa Boucher

HR Director

[lboucher@doublehranch.org](mailto:lboucher@doublehranch.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 Program Recruiter supports this mission by recruiting potential campers, families, staff and volunteers in all seasons of programs, while building our medical partnerships and opportunities for growth.

**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 Director of Operations 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
* Report any acts of maltreatment, neglect, and/or any other violation of policies immediately

**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
* Independent decision-making skills
* Works well under pressure
* Ability to travel and work evenings and weekends
* Fluent computer skills- data entry, word processing, internet navigation

**General Responsibilities**

* Develop strategic recruitment plan in all areas with measure goals and long terms outcomes
* Manage monthly team recruitment meetings and updates
* Collaborate to develop recruitment marketing materials that are consistent across all areas
* Organization digital and print materials for distribution at events and through web-based recruitment efforts
* Source, network and proactivity establish partnerships to build on our diversity and inclusion recruitment strategies.

**Camper Recruitment Responsibilities**

* Organize and schedule camper recruitment events and support outreach programming
* Cultivate new hospital and health partnerships relationships
* Collaborate with Admissions team to develop a strategic recruitment plan with key benchmarks and measurable outcomes

**Volunteer Recruitment Responsibilities**

* Organize and schedule volunteer recruitment events
* Collaborate with Volunteer Director to develop a strategic recruitment plan with key benchmarks and measurable outcomes

**Seasonal Staff Recruitment Responsibilities**

* Coordinate college recruitment events and opportunities
* Collaborate with Program team to develop; a strategic recruitment plan with key benchmarks and measurable outcomes
* Develop new and sustainable partnerships with college clubs, non-profit organizations
* Assist with interview selection process for seasonal staff

**Medical Recruitment Responsibilities**

* Collaborate with Nursing Director to develop a strategic recruitment plan with key benchmarks and measurable outcomes
* Provide feedback and support to assist with nursing recruitment in
* Build brand awareness of Double H programs within the medical community
* Build on medical partnerships and outreach in Western, NY

**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 her 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.