



Open Position Posting

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Organization Description:

The Hole in the Wall Gang Camp, founded by Paul Newman, is a nonprofit, year-round center serving more than 25,000 children and families coping with chronic and life threatening illnesses, all completely free of charge. Camp's goal is to ensure that every child with a serious medical condition has the chance to experience the world of possibilities that Camp has to offer. It's a community that celebrates the fun, friendship and spirit of childhood where, according to Mr. Newman, every kid can "raise a little hell".

Position Title:

Admissions Coordinator

Work Schedule:

Full-time, non-exempt

Location:

Ashford, CT

Position Description:

Our Admissions Coordinator is responsible for supporting the efforts of the Admissions team in promoting Summer and Weekend programming opportunities, gathering and processing required application information, and assisting community members as they apply and prepare for upcoming participation. While performing these and related responsibilities, our Admissions Coordinator is expected to further and enhance our organizational culture and core values.

Our Admissions Coordinator can expect to...

- Coordinate participant recruiting plans for Fall, Spring weekend and Summer enrollment.
- Coordinate with hospital contacts to represent and promote camp to clinic professionals, support groups, parents and children through hospital visits, clinic meetings, and day/evening events.
- Coordinate the development of promotional materials, displays and kiosks.
- Assist in mailings and distribution of Camper and family participant applications.
- Process applications and work to ensure data integrity and consistency within our programmatic database.
- Assist in designing and distributing of Camper acceptance packets.
- Assist in transportation arrangements for campers and families
- Participate in registration & recruiting visits and events
- Attend and facilitate opening days and departure days

- Assist with answering calls to our main office line and take/forward accurate messages to the appropriate person.
- Assist with analytics related to Admissions data stored in our programmatic database. Build and maintain reports, dashboards, and other tools to support an understanding of current and/or anticipated trends.
- Assist in the design, creation, and maintenance applications and other digital forms, as well as corresponding architecture in Salesforce.
- Assist in the design and implementation of record keeping and functionality related to the revision and/or creation of Admissions workflows.
- Responsible for knowing and adhering to the policies and procedures contained within the Camp Manual.
- Assists with special projects and performs additional duties as assigned.

Our Admissions Coordinator should have...

- Bachelor's Degree in related field or equivalent experience.
- Experience with residential camp programming, preferably within the Admissions department.
- The ability to establish positive relationships with a variety of people in multicultural environments.
- Strong organizational and administrative abilities.
- Strong attention to detail and the ability to bring a creative edge to procedural data processing, communications, and activities.
- An ability to engage and support community members (i.e. participants, staff, and volunteers) over the phone, email and in person.
- Strong written and verbal communication skills. Bilingual/Spanish language skills preferred.
- A familiarity with key software and database resources (e.g. Microsoft Office, Salesforce, FormAssembly, etc.) and adaptable digital skills.
- Ability to operate a computer
- Ability to work extended hours (especially during the summer season), including evenings and weekends, and availability for overnight travel
- Valid driver's license and driving record which meets HITWG insurance carrier requirements. Ability to travel to assigned worksites.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, and growth opportunities for high contributors. To apply, please use the link below. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.