



## The Painted Turtle Camp Program Associate

**Position:** Camp Program Associate

**Department:** Camp Program

**Reports to:** Camp Director

**Status:** Full Time, Contract, Non-exempt

**Location:** Lake Hughes, CA,

**Organization Overview:** The Painted Turtle is a non-profit camp program for children with serious medical conditions and their families. We seek to reach beyond illness, to inspire children with life-threatening diseases to become their greater selves. It is our mission to provide a year-round, life-changing environment for these children and their families – one that allows children to participate in an authentic camp experience by supporting their medical needs and offers their families care, education, and respite. Founded by Paul Newman and Page Adler in 1999 as the 6<sup>th</sup> SeriousFun Children’s Network camp in the world, The Painted Turtle is nestled in the desert hills of Lake Hughes, CA. We offer 8 condition-specific residential summer camp sessions, as well as programs for campers and families during Family Weekend programs and day events in the fall and spring. In addition, The Painted Turtle Outpost, a mobile hospital program, transports the camp experience to hospitals, clinics, and medical community events throughout California.

**Job Summary:** The Program Associate is responsible for collaboratively creating, coordinating, and delivering our programs at our camp site. This position prioritizes in-field work as well as program design and administrative responsibilities. As a member of the program team, the Program Associate frequently represents The Painted Turtle, implements Family Weekend programming, and fulfills our mission working directly with families and children.

The Painted Turtle seeks an energetic and passionate individual for the position of Program Associate. This is a full-time, contract position from February 1<sup>st</sup> to August 15<sup>th</sup>. The ideal candidate is a highly motivated team player with the ability to work autonomously when necessary and who possesses strong organizational, managerial, interpersonal, and communication skills. The Program Associate will participate in all components of the year-round camp program. Our camp program serves over 2,000 campers and their families during our summer, fall, and spring programs.

### **JOB RESPONSIBILITIES:**

- Assist in on-site camp programming, including family weekends and day programs. Responsibilities include participating in program planning meetings, preparing campsite for weekend or day programs, implementing camp programs, participating in evaluative process of programs, assisting in support of on-site volunteers, and facilitating program area enhancements.
- Assist in volunteer management. Responsibilities include conducting volunteer interviews, maintaining volunteer demographic information, updating volunteer’s Raiser’s Edge records.
- Assist in recruitment and processing seasonal staff. Responsibilities include active recruitment, processing paperwork, and coordinating interviews.
- Assist in camp program preparations for the summer season. Responsibilities include assistance in updating camp manual and protocols, planning orientation, preparing campsite for summer season, arranging transportation of summer staff to camp.

- Support and assist the camp program team in obtaining and upholding the American Camping Association accreditation and standards and the SeriousFun Children's Network Criteria.
- Management of a high volume of correspondence.
- Adhere to and implement the policies and procedures of The Painted Turtle.
- Completes necessary duties as a member of camp administrative and program team.

**REQUIRED QUALIFICATIONS:**

- Minimum 3 years' experience working directly with children of all ages in a formal setting
- Minimum high school diploma or GED education
- Skilled in PC computer operations including word processing, database management, and internet access; familiarity with Google suite
- Ability to lift fifty pounds
- Ability to focus on a large quantity of projects and tasks
- Ability to work independently and within a team environment
- Effective verbal and written communication skills
- Strong interpersonal skills and ability to work with people of all backgrounds, abilities, and identities
- Strong attention to detail
- Strong commitment to quality
- Proven ability to protect confidential or sensitive information
- Demonstrated good judgment and maturity
- Dedicated to cultivating empathy, compassion, and humor

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree or equivalent educational/professional experience
- Minimum 1 year of camp or related experience
- Minimum 1 year of supervisory responsibilities
- Minimum 1 year of programming experience: ability to plan, organize, and implement youth programs
- Child Development education or experience

**COMPENSATION:** Hourly rate commensurate with experience and negotiable. Paid vacation and sick days; federal and state holidays.

**Applications for this position will be accepted on an ongoing basis until the position is filled. We strongly encourage interested applicants to apply as soon as possible.**

**The Painted Turtle is committed to equal opportunity for all employees and applicants.** As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply, please send your resume and cover letter to:**

Tim Deisler, Camp Director

Email: [timd@thepaintedturtle.org](mailto:timd@thepaintedturtle.org)

**When submitting your application, please title your email as follows: “Your Full Name: Camp Program Associate Application.”**

**OUR CORE VALUES:** Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle is a symbol of our commitment to create a **community** that uplifts and empowers all who are a part. By leading with **heart**, we pursue our **vision** to foster a culture of **compassion** founded on a strong sense of **trust**. With that foundation, we have the **courage** to try new things and enjoy every present moment with immense **joy**.

For more information on The Painted Turtle, please visit our website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).