



VOLUNTER ASSOCIATE JOB DESCRIPTION

The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.

Title: Volunteer Associate

Department: Program

Reports to: Volunteer Coordinator

Status: Full Time, Contract, Exempt

Location: Lake Hughes, CA

Updated Date: 3/12/20

Summary:

The Painted Turtle seeks an energetic and passionate individual for the position of Volunteer Associate. This is a full-time, contract position from March to August 15th. 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 Volunteer Associate will work as a team with a second Volunteer Associate and the Volunteer Coordinator in processing, supporting, supervising, and encouraging full integration of volunteers in all aspects of camp programming. This role involves maintaining a high level of correspondence across multiple deadlines and coordinating arrival/departure logistics for all summer volunteers.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Volunteer Administration**
 - Processing, selection, and transportation of all volunteers as part of a team.
 - Assist with updating and maintaining volunteer database after each session to ensure proper demographics and profiles are up-to-date.
 - Preparing and compiling necessary paperwork including end of session needs, program evaluations, and special requests.
 - Serve as an additional resource for volunteer communication prior to volunteers' arrival at camp.
- **Volunteer Training and Arrival**
 - Assist Volunteer Coordinator with volunteer arrival and orientation each session, including preparing arrival paperwork, facilitating orientation, and overseeing summer staff who are assisting with volunteer orientation.

- **Volunteer Support and Supervision**
 - Participate in volunteer check-in system to provide continued support of volunteers throughout the session.
 - Assist with planning and implementing summer season volunteer appreciation plan.
 - Overall awareness of volunteer performance throughout the session to ensure proper performance evaluation of volunteers and reporting concerns to Volunteer Coordinator.
- **Other**
 - Serve as a member of the seasonal Support Team and assist in the coordination and implementation of on-site operations including but not limited to: on-site programming, staff training, volunteer/staff appreciation, etc.
 - Manages a high volume of correspondence
 - Completes other duties as assigned by the Volunteer Coordinator, Camp Director, and other full-time leadership team members.

Qualifications:

- Must be at least 19 years of age
- Volunteer or work experience in a children’s camp environment preferred, supervisory experience a plus
- Minimum high school diploma or GED education
- Skilled in PC computer operations including word processing, database management, and internet access; familiarity with Google suite and Microsoft Office suite
- Ability to lift fifty pounds
- Ability to manage multiple deadlines
- 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 and commitment to quality
- Proven ability to protect confidential or sensitive information
- Demonstrated good judgment and maturity
- Dedicated to cultivating a culture of empathy, positivity, and growth

About Us: The Painted Turtle has been providing camp experiences to children with serious medical conditions and their families since opening its gates in 2004. The people who work here have big hearts and work tirelessly to ensure we are making a difference. Our culture is fun, emotionally driven, and extremely collaborative. We work by a strong set of core values that guide us in all we do: Community, Trust, Courage, Heart, Vision, Compassion, and most of all Joy! What we do is hard to put into words, but our co-founder Paul Newman sums it up best “It’s not that the children say, ‘Thanks for a wonderful time.’ It’s that they say, ‘Thank you for changing my life.’” Join The Painted Turtle team and you too will experience the magic and power of Camp.

Salary commensurate with experience.

To apply: please send your resume and cover letter to Tim Deisler, Camp Director: Email: timd@thepaintedturtle.org

When submitting your application, please title your email as follows: “Your Full Name: Volunteer Associate.”

Please visit The Painted Turtle’s website at www.thepaintedturtle.org.