

DUTIES

Duties related to the job include, but are not limited to, the following:

ADMINISTRATIVE:

- Works with the professional staff and volunteer committees in the development and execution of organizational goals and programs.
- Assists in the development, execution, and evaluation of all volunteer policies and procedures
- Processes all volunteer applications and related materials in a timely manner, accurately managing and tracking all data
- Completes all tasks and duties on pre-camp checklist prior to camp session (e.g. menus, transportation arrangements, etc.)
- Updates and enhances volunteer application and related materials annually.
- Compiles and prepares special reports/evaluations/applications/presentations related to job responsibilities. Conducts the necessary research and compiles the appropriate documents, files, correspondence, etc.
- Creates all marketing collateral related to volunteer program
- At the request of management, performs various independent projects when needed.
- Represents Camp Laurel and its values to the public through speaking engagements, public testimony, and media interviews.
- Ensures a positive experience for volunteers and participants

VOLUNTEERS:

- Accountable for the development and execution of the volunteer program. Responsibilities include, but are not limited to, the recruitment, selection, training, supervision, evaluation, and retention of qualified volunteers (medical staff, camp counselors and lay volunteers).
- Responsible for developing and enhancing The Laurel Foundation’s volunteer program with the goal of:
 - increasing quantity and quality of volunteers recruited
 - recruiting volunteers from various backgrounds who are ethnically and culturally diverse
 - developing highly trained and skilled volunteer staff
 - nurturing enthusiastic and dedicated volunteer staff
- Development of The Laurel Foundation’s volunteer program includes, but is not limited to, the following:
 - enhancing volunteer staff training
 - restructuring and updating staff manual
 - creating and implementing volunteer recognition program
 - planning and organizing volunteer appreciation events

PROGRAM:

- Responsible for all pre-camp production work. This includes, but is not limited to, ensuring all preparations for each camp program are completed as assigned and in a timely manner.
- Ensures all American Camping Association standards are met.
- Evaluates volunteer programs based on organization’s mission and goals and proposes needed changes.

DEVELOPMENT PLANNING:

- Assists with fundraising event planning as needed
- Recruits and manages volunteers for fundraising events

SALARY RANGE: ~ (+i\$\$\$!~)\$i\$\$\$

Please send cover letter and resume to obs@Laurel-Foundation.org
 No phone calls please.