



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Volunteer Coordinator Application

***Please attach a resume and the names and contact information for three professional references.**

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apt. #

City State ZIP Code

Home Phone: () _____ Email Address: _____
Are you at least 18 years of age? Yes No

Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes No

Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? Yes No

Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? Yes No

Are you legally entitled to work in the United States? (If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment) Yes No

Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? Yes No

If yes, on a separate piece of paper: state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Please complete the following questions using separate pieces of paper.

1. Why are you interested in the Volunteer Coordinator position at OYV Camp?
2. Describe any and all experience you have working with youth. What do you enjoy about it?
3. What makes you a leader? How can you become a better leader?
4. What is your experience with working as a part of a team? How do you work with others?
5. List training or experiences you have that prepare you for being a Volunteer Coordinator?
6. What is the purpose of the CIT position at OYV Camp?
7. What are some strategies for working with high school aged youth?
8. Describe an example of a time when you overcame a stressful situation at work or school.
9. What are the 3 most difficult challenges that face the Volunteer Coordinator?
10. Explain your discipline philosophy for CIT's.
11. Please write out an agenda for a CIT Meeting during a breakfast lasting 25 minutes.



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Job Description

Position: Volunteer Coordinator

Reports to: Program Director and Executive Director

Compensation:

- Pre-camp Hourly: \$17/hr up to 2 hours per week (March 1 - June 9)
- Summer Camp Season Stipend: \$900 per week (7 weeks: 2 weeks of Staff Training & 5 weeks of summer camp program) (June 10 - July 27)
- Room & Board during Summer Camp Season: Room & Board during Summer Camp Season.

Position Requirements:

- College graduate or equivalent work experience
- Experience working with 5th-12th grade children
- Demonstrated leadership experience (management experience a plus)
- Ability to work part-time during Pre-camp Season including ability to attend up to two 1-hour Leadership Team meetings and up to two 2-hour staff-wide informational prep-meetings (virtual or in-person) during the Pre-camp Season; Mar 1 - June 9, up to 2 hours per week; full-time and on-site during Summer Camp Season (June 10 - July 27; 55-65 hours each week)

Pre-camp Season: Most Volunteer Coordinators are full-time students and/or have full-time jobs during the school year, and commit **up to 2 hours each week** to their Volunteer Coordinator role (March 1 - June 9), including ability to attend up to two Leadership Team meetings and up to two staff-wide informational prep-meetings (virtual or in-person) throughout March-May. Pre-camp preparations include updating OVY Camp Staff Manual, planning staff training, and reviewing and organizing program materials.

During Summer Camp Season: Volunteer Coordinators work 55-65 hours each week

Dates for Summer Camp Season: June 10 - July 27, 2024 (Includes 2 weeks of Staff Training & 5 weeks of summer camp program)

Job Summary:

At OVY Camp, we have many volunteers (aka Counselors-in-Training or CIT's) that devote significant amounts of time and energy to OVY Camp. The CIT's arrive with varying degrees of knowledge about OVY Camp and varying degrees of experience with working with youth in general.

Under the direction of the Program Director and the Executive Director of OVY Camp, the Volunteer Coordinator to design and implement a variety of leadership-based instructional activities to volunteers enrolled in the OVY Camp CIT Program. The Volunteer Coordinator will act as mentors, soundboards, and evaluators of the volunteers as they grow within the OVY Camp program.

The Volunteer Coordinator will also work as a liaison between Counselors and CIT's; nurturing the Counselor-CIT professional relationship. The Volunteer Coordinators will support CIT's throughout each week of OVY Camp by participating in various program activities including night programs, beach trips, and kitchen tasks.



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Essential Job Functions:

- Assist in the direction, supervision, guiding, and development of the volunteers in the OVY Camp CIT Program.
- Train and provide work direction and guidance to designated staff and volunteers; oversee the CIT Program; assign duties and review work for compliance with established guidelines and procedures; provide input concerning evaluations as requested.
- Serve as a liaison between Directors, Staff, CIT's; resolve related OVY Camp Program issues and conflicts in a proper and timely manner.
- Develop, implement and conduct training activities for OVY Camp CIT Program; provide assistance during field trips and other instructional activities as needed.
- Monitor, assess, and adjust activities in response to instructional goals, weather conditions and the individual and group needs of CIT's.
- Provide individualized and small group instruction and tutoring to assure learning activities adapt with the needs of individual CIT's; assist CIT's by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Implement and utilize a variety of instructional techniques for working with CIT's.
- Assure the health and safety of CIT's by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner.
- Administer first aid/CPR according to established procedures as needed; assure proper and timely resolution of CIT health issues; assist in coordinating response to emergency situations as directed.
- Maintain various records related to assigned activities.
- Attend and participate in a variety of meetings as assigned.
- Assist in preparation, cooking, and serving of food during camp sessions.

Specialized Skills and Knowledge:

- Knowledge of OVY Camp appropriate CIT conduct.
- Ability to oversee and participate in providing supervision.
- In conjunction with Program Director & Executive Director, ability to administer discipline to CIT's.
- Ability to participate in the preparation and development of lesson plans.
- Knowledge of volunteer guidance principles and practices.
- Knowledge of instructional methods and techniques.
- Ability to train and provide work direction and guidance to assigned Staff and volunteers.
- Knowledge of principles of training and providing work direction.
- Knowledge of interpersonal skills using tact, patience and courtesy.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Knowledge of public speaking techniques.
- Ability to communicate effectively both orally and in writing.
- Knowledge of first aid and CPR procedures.
- Ability to observe health and safety regulations.
- Knowledge of operation of standard office equipment including a computer and assigned software.
- Ability to operate standard office equipment including a computer and assigned software.
- Knowledge of oral and written communication skills.
- Ability to understand and follow oral and written instructions.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to develop, implement and conduct in-services and training activities.
- Ability to maintain various records related to assigned activities.

General Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.



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- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical Requirements:

- Mobility to walk extensively with camp participants during OVY Camp instructional activities, and on trails covering irregular terrain; bending at the waist, kneeling, or crouching to assist CIT's.
- Hearing and speaking to exchange information.
- Vision sufficient to read a variety of materials and to monitor student activities.
- Manual dexterity sufficient to manipulate small objects, tools and carry classroom material.
- Stamina to stand or sit for long periods of time.

Some physical requirements of a Volunteer Coordinator include endurance, prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. OVY Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]