



Volunteer Specialist Job Description

Title: Volunteer Specialist
Reports to: Volunteer and Emergency Planning Manager
Status: Seasonal Summer

The Volunteer Specialist will further the mission of Roundup River Ranch ensuring efficient and smooth day-to-day operations, including camper travel and administrative support.

Job Responsibilities

Administrative

- Perform clerical tasks including mailing, scanning, faxing, shredding, and copying
- Help maintain electronic and hard copy filing systems
- Perform outreach telephone calls
- Create spreadsheets, Word documents, and reports
- Support Volunteer Orientation by compiling packets, gathering materials, and orientation set-up
- Support Volunteer Orientation through teaching and supporting the seasonal and full-time team
- Support Volunteer Team with daily tasks and maintaining communication with volunteers
- Provide support to the Photographer and Media Specialist with volunteer needs
- Support volunteers with understanding and completion of volunteer requirements, including Childcare Licensing and Accreditation requirements
- Provide support to all staff and departments by assisting in daily office and camp tasks, may include direct care of campers
- Planning and implementing all camp and evening programs with support of the program team
- Support the Volunteer Team as our liaison outside of office hours
- Document communication with team members regarding volunteer support
- Support the tracking of Volunteer Appreciation
- Other duties as assigned

Safety and Travel Coordination

- Assist in the coordination of emergency procedures
- Nurture a culture of safety amongst all staff
- Ensure that camp policies related to media are being practiced at camp
- Drive campers, volunteers and staff as needed, focusing on arrival and departure days

Camper Care

- Act as a positive role model for campers, volunteers, and staff
- Support camper care through direct care of campers in the assigned cabin
- Provide behavior support to campers including regular and positive feedback to campers and their achievements, supporting group issues, and being aware and sensitive of campers fears and concerns
- Support cabin staff to ensure all cabin activities support the mission, vision and values of Roundup River Ranch
- Help cabin staff to ensure that the cabin is a physically and emotionally safe environment at all times
- Actively facilitate friendships between campers, and handle group issues in a fair and age appropriate manner
- Be familiar with all information available on the cabin and activity groups including medical and behavior alert lists, and any other information given by the support team
- Be punctual in following the schedule, present for all staff meetings, and actively participate in trainings

- Maintain camper and colleague confidentiality at all times, and respect the confidentiality of support team discussions/responsibilities
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and orientation
- Other duties as assigned

Qualifications

- Passion for the Roundup River Ranch mission
- Applicants age 25 years old, or older preferred (due to driving responsibilities)
- A current and valid driver's license and clean driving record
- Strong organization skills
- Excellent interpersonal skills
- Basic word processing, spreadsheets, and database management experience preferred
- Well-developed written and oral communication skills
- Previous experience working with children and/or special needs populations is preferred
- Prior camp experience is preferred

Special Conditions

This is a residential position. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to maintain constant supervision of campers for the duration of the season given one hour off per day and twenty-four hours off per week of work. Such supervision requires the ability to observe what campers are doing when in close proximity, and the ability to hear what campers are saying when nearby by not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the volunteer's time at camp.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org