

Volunteer-Intern Coordinator  
Camp Mercer

Full-time  
Seasonal

### Summary

The Camp Mercer Volunteer and Intern Coordinator is responsible for the planning and management of Camp Mercer's volunteer/internship program including recruitment, screening, placement, tracking, recognition, retention and stewardship. The right candidate has an understanding of challenges faced by homeless children and wants to dedicate their summer to alleviating those challenges through effectively communicating the mission and needs to volunteers and interns. This role plays a significant role in training staff to work with volunteers and interns. The Volunteer and Intern Coordinator partners with camp staff to identify staff and camper needs and provide adequate volunteer and intern resources to meet them.

### Job Essential Functions:

- Attend and complete pre-camp orientation and all staff meetings
- Work with staff to identify volunteer opportunities and responsibilities
- Process Volunteer applications
- Coordinate screening of volunteers
- Plan and implement strategies to recruit, retain and recognize volunteers
- Maintain accurate records of volunteers including hours and assignments
- Prepare and share stories of volunteer experience for organization marketing purposes
- Know, understand and follow emergency summer camp procedures
- Other duties as assigned

### Competencies:

- Communication Proficiency
- Public Speaking
- Motivational Skills
- Interpersonal Skills
- Project Management
- Organizational and Planning
- Leadership
- Camper Focused
- Problem Solving
- Energetic and Enthusiastic
- Time Management

## Requirements

- At least 18 years of age
- 2 years Coordinating experience
- Compassion for vulnerable families

## Physical Demands and Work Environment

- Ability to lead and participate in all camp activities
- Ability to lift up to 40 lbs.
- Ability to kneel, stoop, bend, walk, stand, climb, reach and sit
- Close vision, distance vision, depth perception and ability to adjust focus
- Exposed to weather conditions prevalent at the time
- Exposed to outdoors, trees, grass, dust and dirt

*HomeFront is an equal opportunity/affirmative action employer*