



Riverlea, LLC DBA

Camp Riverlea

8302 South Lowell Road
Bahama, NC 27503

Volunteer Manager Job Description

Supervisors: Camp Director, Program Director, Assistant Program Director

This position is part of the general camp supervision and management team and is primarily responsible for overseeing the initial and continuous training and management of all camp volunteers. As these needs are fulfilled and/or as other work becomes more important, this person may also fill in for absent counselors or where another staff member is needed; assist with administrative or organizational work; and provide mentorship to junior counselors. This is a full-time job beginning Monday, May 30, 2016 and ending Friday, August 5, 2016, with some responsibilities outside of regular work hours.

Responsibilities:

1. Plan and lead volunteer orientation and training(s) with Program Director and Assistant Program Director.
2. Prepare volunteer resources for initial training and continuous professional development.
3. Develop and implement volunteer teamwork program with the help of Program Directors.
4. Each week, assign volunteers new duties.
5. Assist counselors with conflict resolution and, when appropriate, mediate conflict resolution between campers. Address camper behavior problems when observed, or when asked to do so by counselors and volunteers. This may include consultation with the Program Director and/or Camp Director.
6. Fill in for absent counselors or when other staff are fulfilling other responsibilities.
7. At least once each session, observe and evaluate each volunteer for the duration of a class period and then provide constructive feedback during a formal follow-up meeting.

Daily tasks:

1. Ensure all volunteers are performing their responsibilities in accordance with Camp Riverlea's mission and standards of conduct.
2. Each day, visit all departments and provide volunteers with informal constructive feedback, support, and encouragement.

3. Maintain and build upon good rapport with everybody; make sure everyone's needs are met.
4. Check in with other camp leaders to plan, organize, and prepare for upcoming events/days/weeks/sessions.
5. Address and support volunteer and camper questions and concerns.

Desired qualifications:

1. Previous summer camp and teen leadership experience, including an understanding of teen developmental and social needs.
2. Strong desire and ability to inspire and motivate teens.
3. Outstanding professional communication, interpersonal, and teamwork skills, including conflict prevention, management, and resolution.
4. Good character, sense of humor, leadership abilities, patience, persistence, and calmness.
5. Ability to self-motivate and work independently in a fast-paced, noisy indoor/outdoor environment (this requires healthy levels of physical strength, flexibility, and endurance).
6. Ability to work well under pressure, to improvise, to think quickly, critically, and soundly as new circumstances or problems arise, including the ability to solve problems quickly, logically, thoughtfully, and completely, all while taking multiple perspectives into consideration.
7. Organized, detail-oriented, and ability to juggle multiple projects simultaneously without becoming overwhelmed.
8. Current certification in child and adult First Aid, CPR, as well as certification bloodborne pathogens.