

## JOB DESCRIPTION

### JOB DETAILS

<b>Post Title:</b>	Assistant Camp Director, Volunteering
<b>Hours per week:</b>	35
<b>Reports to:</b>	Camp Director
<b>Base:</b>	Can be remote (home) working but expected to attend our Havant office regularly and attend residential camps, which, in 2024 and 2025 will be located at different venues throughout the UK.
<b>Main Purpose:</b>	To lead on Volunteer recruitment, training and engagement and support the Camp Director in the delivery and leadership of safe, fun, residential activity camps and online programmes.

Over the Wall is a fun, forward-thinking and creative UK charity that has been transforming the lives of seriously ill children, and their families, for 25 years. Our free of charge programmes are designed to address the loneliness, isolation and sense of being different that affects the quality of life for children living with serious illness.

We are seeking an Assistant Camp Director to join our Camp Operations team. The postholder will be an essential member of our Camp Leadership Team when camps are in session and will focus on Volunteer recruitment, development and experience.

You are:

- Excited by our mission and eager to make a positive difference in the lives of children and the staff and volunteers who support them.
- An experienced youth programming professional with a background in recruitment, training and development.
- Flexible and adaptable with a willingness to both develop your leadership skills and work collaboratively on a team.
- Able and eager to travel to and attend residential camps in a range of locations across the UK.
- Prepared to work flexibly across 7 days per week and undertake any other duties as deemed appropriate by the Camp Director and/or CEO that may be required in accordance with the overall purpose of the job.

You Have:

- A full driving license.
- A basic understanding of the principles of Therapeutic Recreation.
- Experience leading or coaching adults in a childcare setting.
- Strong written and verbal communication skills and experience facilitating trainings and activities.
- Comfort and proficiency in Microsoft suite and an aptitude for learning new digital tools and systems.

Main Duties and Responsibilities:

- Attend Over the Wall residential camps (minimum of 4 per year) and virtual camps as part of the operational staff team. *Attending camp involves long working hours, including day / evening and weekends, as well as being away from home for up to 11 nights at a time.*
- Develop and deliver informative and engaging 'all camp' training for volunteers and full-time staff members, underpinned by the principles of therapeutic recreation and challenge by choice.
- Oversee the recruitment and hiring of 300+ volunteers, annually.
- Supportively coach and manage our team of Volunteer Coordinators.
- Design and implement effective feedback mechanisms for volunteers, camp staff, campers and families and deliver effective debriefing sessions at the end of each camp.
- Assist in the direction and supervision of all camp programs which include, but are not limited to, family weekends, summer sessions and virtual camps.
- Work closely with the Operations Team to provide leadership and support for campers, volunteers, and staff.
- Promote and encourage a strong culture of safety within camp & assist in the coordination of emergency procedures.
- Support overall camp budget management with an emphasis on Volunteering.
- In the absence of the Camp Director, take on the leadership of camp.
- Abide by and comply with all OTW policies and procedures, especially relating to individual areas of responsibility.

**PERSON SPECIFICATION: Assistant Camp Director - Volunteering**

<b>Headings</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
<b>Physical requirements of the post</b>	<ul style="list-style-type: none"> <li>Ability to meet physical demands of camp including long work hours and walking long distances.</li> <li>Ability to move heavy/bulky equipment</li> </ul>		Interview Reference
<b>Training &amp; Qualification</b>	<ul style="list-style-type: none"> <li>None required</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding</li> <li>Childcare or education</li> <li>Degree in education or similar field</li> <li>Management/ Leadership qualification</li> <li>DEIB training</li> </ul>	Application Interview
<b>Previous or relevant experience necessary</b>	<ul style="list-style-type: none"> <li>Experience of working with children and young people</li> <li>Experience of managing a budget effectively</li> <li>Experience coaching or managing others</li> <li>Experience planning and facilitating training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working at a children's camp</li> <li>Experience working in the Volunteer sector</li> <li>Experience with high volume recruitment</li> <li>Understanding of the principles of therapeutic recreation and challenge by choice</li> </ul>	Application Interview Reference
<b>Aptitudes and skills required</b>	<ul style="list-style-type: none"> <li>Excellent planning and organisational skills</li> <li>Clear communication skills</li> <li>Ability to work independently</li> <li>Ability to creatively problem solve</li> <li>Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with diverse youth populations</li> </ul>	Application Interview Reference
<b>Personal qualities/ temperament</b>	<ul style="list-style-type: none"> <li>Growth Mindset</li> <li>Solution Oriented</li> <li>Team Player</li> </ul>		Application Interview Reference

<b>Special requirements of the post</b>	<ul style="list-style-type: none"><li>• <b>Full driving licence</b></li><li>• Able to travel to and attend residential camps in range of locations across the UK</li></ul>		Application Interview Reference
---	--	--	---------------------------------------