

ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION
JOB TITLE: Camp Hope Coordinator

Reports to: Director of Health and Wellness
Department: Prevention Services

Status: Regular/Full Time/Exempt
Date: 2020 - 2021

SUMMARY: Job expectations include the following: Manages all aspects of Camp Hope and Leadership Institute programs by developing project plans; communicate changes and progress; completes projects on time and within budget; and manages program team activities. Works with staff, volunteers, and stakeholders to achieve integration and high level of work product, effective resource acquisition and management, and leadership goals; utilizes the strengths of the assigned team, committees, or other resources to meet the goals of Camp Hope. Meets all best practices, quality management, funder, and department goals; provides high-level oversight and verification that work processes and compliance needs are met; and uses data and feedback to better work processes and outcomes.

Core competencies include the following: develops strategies to achieve AFH Camp Hope goals; identifies external threats and opportunities to programming; adapts strategy to changing conditions, develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results. Understands implications of decisions; aligns work with strategic goals. Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and staff. Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results. Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

Manages the following programs and/or services:

- Camp Hope summer program for youth ages 7-16 living with or impacted by HIV/AIDS.
- Leadership Institute for teens ages 16-17 who have successfully completed at least one year of Camp Hope.
- Camp Hope and Leadership Institute volunteer recruitment, screening, placement, training, coaching, supervising, and stewardship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

DUTIES AND TASKS

Planning and Implementation

Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

1. Facilitates the Camp Hope and Leadership Institute planning process in coordination with AFH personnel, Camp for All staff, and community volunteers.
2. Convenes regular meetings of the multi-disciplinary team to coordinate Camp Hope and Leadership Institute planning.
3. Plans to help increase productivity, efficiency, and effectiveness of Camp Hope and Leadership Institute processes.
4. Oversees curriculum development for Counselor in training and Leadership Institute programs.
5. Oversees all Camp Hope and Leadership Institute logistics.
6. Oversees the recruitment, screening, placement, training, coaching, supervising, and stewardship of Camp and Leadership Institute volunteers
7. Supervises the Camp Hope and Leadership Institute intern(s)
8. Participates on-site at Camp Hope and Leadership Institute for the entire duration of the events.
9. Works closely with medical providers to coordinate camper and Teen Leadership Institute applications and placement
10. Assists in community-wide information and awareness-raising about Camp Hope, Leadership Institute, and the latest information about the Ending the Epidemic plan including the benefits of PrEP (pre-exposure prophylaxis).
11. Develops or enhances strategic partnerships with key stakeholders for the successful implementation of Camp Hope and Leadership Institute programs

12. Manages the evaluation process of Camp Hope and Leadership Institute programming in collaboration with AFH partners
13. Ensures all grant/funder/stakeholder/committee requirements are included in the planning structure.
14. Ensures the appropriate use of resources in planning activities – volunteers, vendors, committees, community partners.
15. Works in collaboration with the AFH Development Department to identify opportunities and secure financial and in-kind resources from corporate and private partners to fully execute Camp Hope and Leadership Institute activities

Program Development, Compliance and Expectations

1. Reads, interprets and implements policies, best practices, guidance, and standards regarding youth development, leadership, and camp to create framework for programming, services or program expectations.
2. Write, interpret, implement and create service models.
3. Write, interpret and manage multiple budgets to ensure accurate spending of agency resources.
4. Uses and ensures the compliance of all protocols as required by AFH and funding sources.
5. Completes and submits timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to agency standards.
6. Knowledge of general office practices and procedures and uses them effectively to streamline work.
7. Reports up to Director of Health and Wellness on the overall successes and issues regarding programming.
8. Implements volunteers and interns into all levels of service or developmental goals.

Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follows instructions; takes responsibility for own actions; keeps commitments; commits to long hours of work including evenings and weekends when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Reads, understands, and follows AFH Policies and Procedures.
4. Maintains appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understands and adds to the outcomes and progress of departmental goals.
16. Attends department, agency-wide staff meetings and other meetings as scheduled.
17. Communicates proactively and professionally with peers and stakeholders through phone, video conference and emails.
18. Follows all regulatory requirements for reporting suspected abuse or neglect.

Stakeholder Interactions/Relationships

1. Forms professional relationships with all stakeholders - clients, target populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on AFH services.

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback.
3. Acts respectfully and supportively towards other team members' efforts.
4. Works as a highly cooperative member of the AFH staff and volunteers to accomplish agency and departmental goals.
5. Accepts responsibility and willingness to be accountable by not blaming others for work product or issues.

Supervisory Responsibilities

All aspects of responsibilities must be in accordance with the organization's policies and applicable laws.

1. Responsible for the overall coordination, implementation and evaluation of assigned employees and/or volunteers.
2. Effectively manage team to ensure completion of work, high level of cooperation, and integration with other departments.
Directly supervises assigned staff, interns and volunteers.
3. Provides general supervision and guidance for all staff, interns and volunteers
4. Responsible for interviewing, hiring, and training employees or volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees or volunteers
5. Address and manage employee complaints and team/employee issues.
6. Uses staff in planning, decision-making, facilitating and process improvement;
7. Develops subordinates' skills and encourages growth
8. Continually works to improve supervisory skills.

EDUCATION AND/OR EXPERIENCE

Level of Education: Bachelor's Degree strongly preferred or at a minimum of an Associate Degree in a social science or education field. Areas of study include social work, psychology, public administration, healthcare, and/or public health. ACA training required prior to June 2020.

Work Experience: With the minimum of a Bachelor's degree, five years of program development, management, and supervision required. With a Master's degree, two years of experience in social services with progressively higher levels of responsibilities. A minimum of two years' relevant experience in summer camp programming required. A minimum of one-year supervisory experience required. Database analysis, report writing and compliance experience strongly preferred.

Substitutions: Supervision of volunteers and interns can be used for supervision requirement. Prior experience as a public/private school teacher.

Additional Requirements: NA

ADDITIONAL QUALIFICATIONS

Computer Skills

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

Language Skills

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

Reasoning Ability

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and in person 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

CORE COMPETENCIES

- **Ethics**- Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed.
- **Innovation**-Displays creativity; meets challenges with resourcefulness; generates suggestions for improving work.
- **Adaptability**-Adapts to changes in the work environment; Manages demands; deal with change, delays, or unexpected events.
- **Quality Management**-Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Interpersonal Skills**-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Customer Service**-Manages difficult or emotional customer situations; responds promptly to stakeholder needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Oral Communication**-Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Problem solving**-Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Technical skills**-Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Print Name

Signature

Date