



**Title: Volunteer Coordinator Assistant**

**Reports to: Development Manager**

**Location: Austin, Texas**

**Type: Part-time, Summer Camp 2023**

**About Austin Sunshine Camps (ASC):**

The mission of ASC is to provide the magic of overnight camp without the barrier of cost. We envision a world where all children have a place to grow, connect and explore. Many of us shared meaningful experiences at camp that significantly shaped our lives during our most formative years. We learned about ourselves and how to interact with others. We developed confidence, independence, and meaningful friendships. We were introduced to new ideas and discovered new interests that otherwise would have remained hidden. These benefits, unique to summer camp, are especially needed by historically underinvested youth, yet are much harder for their families to afford. Since 1928, ASC has provided free, fun-filled overnight summer camp programs for children by partnering with families who face barriers to accessing such programs.

ASC's Overnight Summer Camp is our flagship program and is accredited by the American Camp Association (ACA), which represents the industry's highest standard. Each summer, we provide four sessions of overnight summer camp to 500-600 children ages eight to 15. Our eight to 11 year olds attend our Zilker Camp in Zilker Park and our 12 to 15 year olds attend our Lake Travis Camp in Marble Falls. For 10 days and nine nights, they swim, canoe, hike, learn new skills, create crafts, make music, and much more. During each session, campers are given an opportunity to explore a particular area of interest in-depth during their time at ASC through our Track Program, such as science, culinary arts, and outdoor adventure. They take the lessons learned while at camp home with them and back to school. The confidence, connection, and sense of opportunity help inform them as they grow older and can expand their sense of what is possible.

During the school year, we engage with our campers' whole family as appropriate, providing a variety of family programming and events that allow them to feel a part of the larger ASC family as well. By deepening the relationship with our campers' families throughout the year, we significantly increase the likelihood that campers will return year-after-year, increasing the opportunity to create lasting impact on the child's life, education, and future career.

The unfortunate reality is that overnight summer camp is prohibitively expensive for almost half of American families, averaging \$1,700 for a 10-day camp in Central Texas. For many of those children and their families, overnight summer camp is a luxury that simply cannot be afforded. 95% of our program participants qualify for the free or reduced lunch program or are in the foster care system. The remaining 5% are typically returning campers who have either been adopted from foster care, or their families no longer qualify for free or reduced lunch. The common thread that connects almost all of our campers and their families is that without ASC, they would likely not have access to the life-changing experiences provided by camp.



### **About this position:**

ASC's Volunteer Coordinator Assistant is responsible for working with the Development Manager/Volunteer Coordinator to bring the ASC mission to life in all aspects through our Volunteer Program.

### **Who we're looking for:**

ASC seeks a Volunteer Coordinator Assistant who believes in our:

- **Mission:** Austin Sunshine Camps provides the magic of overnight camp without the barrier of cost.
- **Vision:** We envision a world where all children have a place to grow, connect, and explore.
- **Core values:** Action, Authenticity, Compassion, Connection, Exploration, Fun, and Growth. And more specifically, someone who resonates with the observable behaviors related to each of our values that can be found here: [www.sunshinecamps.org/our-mission](http://www.sunshinecamps.org/our-mission).
- **Strategic plan:** ASC's five year [strategic plan](#) focuses on deepening our roots in Austin, Texas, and expanding our footprint to eventually serve more campers.

ASC seeks a Volunteer Coordinator Assistant who also resonates with the following:

- You know how to motivate and inspire people.
- You have a positive attitude and approach your work with curiosity, humor and fun.
- You can hold yourself accountable to deadlines and a high level of excellence.
- You are excited to connect with amazing humans from all walks of life
- You see value in recognizing peoples' efforts and enjoy celebrating people through the appropriate communication channel.
- You are passionate about the magic of overnight camp and willing to cultivate a space that not only changes lives for kids in our community but adults, too!

### **Key Responsibilities:**

- Assist the Development Manager/Volunteer Coordinator with coordinating life-giving experiences for volunteers that cultivate authentic connections
- Facilitate the success of various volunteer events from May 23, 2023 - August 19, 2023
- Provide administrative support for all aspects of the volunteer program to include data entry, phone calls, mailing preparation, and name tag creation
- Ensure all volunteers have completed necessary paperwork and requirements to volunteer
- Coordinate volunteer details via email, phone calls, & text messages
- Utilize Better Impact, our volunteer management software, and Salesforce, to manage all aspects of the Volunteer Program



- Facilitate the volunteer experience for approximately 700 volunteers across two volunteer sites (Zilker Camp and Lake Travis Camp); ensure all volunteers have a meaningful volunteer experience
- Assist the Development Manager/Volunteer Coordinator in evaluating all aspects of the volunteer program
- Assist the Development Manager in overseeing ASC's VolunTEAM to include coordinating schedules and day-of tasks, completing pre and post camp debriefs and assisting with pre and post camp assessments

### **Qualifications:**

- At least 18 years old
- In love with the mission of Austin Sunshine Camps
- Exceptional written, verbal and interpersonal communication skills
- Extremely detail oriented
- Excellent project management skills; ability to establish priorities, manage time and meet deadlines
- Excellent with staff, volunteers and customer service
- Works collaboratively with others and is flexible/adapts well to change
- Seeking individuals with a can-do, positive attitude & willingness to problem solve to make the magic happen (behind the scenes and front of stage)
- Must be a team player and able to advocate for their needs in a busy work environment
- Proficiency with Microsoft Office Suite, CRM platforms (Salesforce and Better Impact preferred), and fundraising platforms
- Must pass a National Enhanced Criminal Background Check
- Must be able to work nights and weekends as required
- Able to lift up to 35 lbs

### **Why Austin Sunshine Camps?**

- Work under a passionate supervisor who is excited to help you grow
- Network and make invaluable connections with local Austin leaders who volunteer with ASC
- Ability to have a direct, positive impact on youth of Austin
- Office out of the beautiful Zilker Lodge in Zilker Park

### **Compensation:**

- Hourly pay of \$12 with a projected 15 hours/week

### **How to Apply:**

Submit a resume to Jacie Minnick, Development Manager, at [jacie@sunshinecamps.org](mailto:jacie@sunshinecamps.org) with "Part-time Volunteer Coordinator Assistant" in the subject line.



Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.