



**Title: Volunteer Coordinator**

**Reports to: Development Manager**

**Location: Austin, Texas**

**Type: Full-time**

**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:**

Austin Sunshine Camps' (ASC) Volunteer Coordinator is responsible for bringing the ASC mission to life in all aspects through our Volunteer Program. The Volunteer Coordinator leads the implementation and evaluation of ASC's robust Volunteer Program.

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

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

- You know how to motivate and inspire people.
- You can prioritize your workload; set attainable expectations; delegate effectively; and hold yourself and collaborators accountable to deadlines, milestones, and a high level of excellence.
- You demonstrate agility and resilience.
- You have the ability to work independently and decisively while engendering a cooperative spirit with various stakeholders.
- You are an energetic, passionate, and dynamic person who can manage and lead high-performing volunteers.
- You have a positive attitude and approach your work with curiosity, humor, and a growth mindset.
- 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**

- **Lead and Control the Volunteer Program:**
  - Develop and maintain strong, positive relationships with all ASC stakeholder groups
  - Facilitate and supervise all volunteer opportunities; ensure all volunteers have a meaningful volunteer experience
  - Plan and implement volunteer recognition activities
  - Evaluate all aspects of the volunteer program; provide reports on the volunteer program as needed
  - Develop, implement and monitor a volunteer risk management plan
  
- **Organize the Volunteer Program:**
  - Maintain complete and accurate records including volunteer policies, procedures, position descriptions, standards of conduct and criminal background checks
  - Manage all aspects of the volunteer program through Better Impact, our volunteer management software
  - Develop and maintain collegial relationships with peers in the field and with area volunteer organizations to ensure best practices for our volunteer program
  
- **Engage Volunteers:**
  - Develop and implement effective strategies and appropriate collateral to recruit and facilitate the volunteer experience for 700 volunteers across two volunteer sites (Zilker Camp and Lake Travis Camp)
  - Implement and evaluate ASC's volunteer training
  
- **Work closely with the Young Men's Business League (YMBL):**
  - In tandem with the Development Team, support and attend recruitment and member events
  - Serve as the ASC Liaison for YMBL Special Events Committee
  - Ensure all volunteer opportunities are communicated to the approximately 200 members and are filled
  - Track, monitor and communicate YMBL Members' progress toward their membership goals
  - Utilize a multi-channel approach to distribute league-wide communications
  
- **Expand the Volunteer Program:**
  - Review and refine goals and objectives for the volunteer program which reflect the mission and programming of ASC
  - Identify and coordinate life-giving experiences for volunteers that cultivate authentic connections and further the ASC mission
  - Develop and manage budget for the volunteer program
  - Utilize the volunteer program to grow support for ASC across all departments



### **Certifications**

- The Volunteer Coordinator must have or be able to obtain the following certifications:
  - CPR & first aid instructor certification
  - Challenge/ropes course instructor certification
  - Food manager certification

### **Qualifications:**

- Strong leadership and management skills. A knack for streamlining, delegating, motivating, inspiring, and empowering.
- Excellent project management skills, including ability to establish priorities, develop reports, and meet deadlines.
- Exceptional written, verbal, and interpersonal communication skills.
- Detail oriented
- Strong team player and is flexible/adapts well to change
- Takes initiative, is kindly assertive, and is a self-starter.
- Bachelor's degree from accredited college or university.
- Ability to establish standards of excellence in service delivery and implement continuous quality improvement practices.
- Ability to think strategically and leverage resources that lead to new volunteer opportunities and funding.
- Proficient, or willing to become proficient, in Microsoft Office Suite, Google Suite, CRM platforms, fundraising platforms, and other technology as needed.
- Must pass an annual National Enhanced Criminal Background Check.
- Able to lift up to 35 pounds.

### **Compensation and benefits:**

- **Salary:** The salary is \$45,000-\$50,000 to be reviewed on an annual basis.
- **Health, dental, and vision insurance:** ASC covers 50% of employees' health, vision, and dental insurance in the first year of employment, to increase by 10% at every work anniversary.
- **Short-term disability & Life Insurance:** ASC provides short-term disability and life insurance to full-time employees.
- **Paid Time Off:** ASC has an unlimited PTO policy.
- **Work Hours and Location:** ASC has flexible working hours and location when programs are not in session or the employee's in-person presence is not necessary. When programs are in session or the employee's in-person presence is necessary, the Volunteer Coordinator can expect to work some nights and weekends at our Zilker Park location or our Lake Travis/Marble Falls location.
- **Retirement Plan:** ASC matches the employee contribution, up to 3%, in a Simple IRA+ plan.



- **Family-friendly:** ASC is a family-friendly work environment. Employees' children have the option to attend all sessions of overnight camp.

**How to apply:**

- Submit a resume and cover letter to Jacie Minnick at [jacie@sunshinecamps.org](mailto:jacie@sunshinecamps.org) with "Volunteer Coordinator" in the subject line.

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