



**CampTwin Lakes**  
Where Challenges Become Triumphs

# Camp Twin Lakes Volunteer Recruitment Coordinator Job Description

**Title:** *Volunteer Recruitment Coordinator*

**Status:** Professional- Full Time

**Department:** *Camp Twin Lakes Directed Camps*

**Reports to:** *Partner Support & Hospital Programs Manager*

For nearly 25 years, Camp Twin Lakes (CTL) has provided life-changing camp experiences to thousands of Georgia's children with serious illnesses, disabilities, and other life challenges. Camp Twin Lakes provides week-long summer camps and year-round weekend retreats at three fully-accessible and medically-supportive campsites, day camps, and through hospital-based Camp-To-Go programs. Camp Twin Lakes collaborates with nearly 60 different nonprofit organizations, each serving a different population, to create customized programs that teach campers to overcome obstacles and grow in their confidence and capabilities. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org)

## **Summary:**

The Volunteer Recruitment Coordinator will be critical in developing contacts into returning week-long volunteers for Camp Twin Lakes' Directed Camp Programs. This person will be active in enrolling, interviewing, and on-boarding volunteers to plug into our various camp programs. This person will also coordinate off-season volunteer opportunities and assist with 2 weeklong camp programs in the summer. Finally, this person will work closely with our partner Camp Blue Skies as the Georgia representative and will manage on-boarding of volunteers for 2 weeks of camp in the Spring.

## **Essential Duties and Responsibilities:**

Please note: other duties may be assigned based on the needs of Camp Twin Lakes.

### **General Duties:**

- Work in synchronization with the Volunteer Coordinator to register summer camp volunteers.
- Respond to inquiries received from other staff via phone, email, personal interactions, etc.
- Screen volunteer eligibility to match with camps that are the best fit.

### **Administrative Duties:**

- Communicate with staff in CTL Directed Camps to understand volunteer needs.
- Coordinate schedules, any necessary application forms, and training of volunteers.
- In conjunction with camp staff, provide feedback to volunteers to ensure a positive experience for all.
- Receive medical documentation from volunteers to be filed.
- Assists with and/or completes special projects.

### **Camp Volunteer Recruitment and Placement:**

- Cross-check volunteers with camp partner's eligibility requirements and volunteer needs.
- Form relationships with groups in the community that may serve as reliable sources for volunteer recruitment (e.g. universities, fraternities and sororities, military bases, civic organizations, etc.).
- Research opportunities and resources for volunteer recruiting efforts, contact those resources, and attend events or provide information as necessary to effectively recruit volunteers.
- Conduct and/or arrange for volunteer orientation and training
- Recruit, interview, screen, and place applicants for work upon approval of Camp Coordinators
- Work with Marketing and Public Relations and professional associations to publicize opportunities for volunteers create and maintain volunteer recognition, retention, and evaluation program
- Ensures volunteers receive timely contact, feedback, and customer support

**Camp Blue Skies Administration:**

- Volunteers:
  - Recruitment should include people who have experience with our camper population, weeklong community volunteers, day volunteers, and nurses.
  - Coordinate the Georgia Southern University and Clemson University student volunteers, including online applications, forms, placement of students, campus meetings and training at Camp Twin Lakes.
  - Follow up with all potential volunteers and have them complete online application.
  - Once a volunteer applies online, follow up and confirm schedule, roles/responsibilities/lodging and collect paperwork.
  - Send mass emails to all volunteers, in preparation for camp.
  - Make follow up phone calls to ensure all forms are submitted prior to camp.
  - Meet and greet day volunteers at camp
- Logistics:
  - Support foundation staff in camp preparation including opening day setup (sorting/labeling t-shirts, name tags, etc.) and preparing command center notebooks (printing handouts, etc.).
  - Attend Camp Blue Skies Program, and assist CBS staff with camp logistics

**Assistant Camp Director:**

- Partner with the Camp Coordinator to plan and implement 2 weeklong camp programs
  - Help coordinator with pre-camp communication
  - On-site to help with logistics and managing campers
  - Check-in with volunteers to monitor experience

**Additional Requirements:**

- Degree in Non-Profit Administration, Business, Recreation, or related
- Minimum of 3 years related experience
- Excellent writing and communication skills
- Strong relationship builder
- Demonstrates high integrity and personal productivity as an example to volunteers, staff, donors, etc.
- A team player that routinely works collaboratively and exhibits a high degree of professionalism at all times
- Strong organizational skills and the ability to multi-task and prioritize duties
- Proficiency with MS Office applications.

*Please submit a resume and cover letter to [careers@camptwinlakes.org](mailto:careers@camptwinlakes.org). The cover letter should describe how you would be an asset to Camp Twin Lakes and how this position would help to further your career goals. The letter should be no longer than one page.*

*Resumes without accompanying cover letter will not be considered.*