

## **Position Description**

### **New Position: Administration and Outreach Coordinator**

Camp Unalayee has been taking kids on outdoor adventures since 1949. We are a non-profit, wilderness summer camp that provides meaningful outdoor experiences for children ages 10-17. We provide youth from diverse backgrounds with life-changing wilderness and outdoor living experiences that benefit young people, the environment, and their communities. We take great pride in welcoming children from all walks of life. CampU provides assistance to many of its campers, allowing kids from all income levels to have a wilderness summer camp experience.

The Camp Unalayee Association is seeking a full-time Administration and Outreach Coordinator to facilitate the year-round operations of our non-profit organization. Under the direction of our Executive Director, the Administration and Outreach Coordinator is responsible for managing the basic office functions, engaging and communicating with our community, and working to increase diversity of staff, campers, board members, and the wider Unalayee community. We seek a committed person with interest in a long-term role with our organization.

- This position reports to the Executive Director
- This position is year-round, full-time
- Following the training period, most work can be performed remotely, with approximately one day a week in-office (Palo Alto, CA)
- Occasional weekend and evening attendance at Camp events in the Bay Area will be required
- Salary: \$58K- \$65K, depending on qualifications, +3% IRA match, + contribution towards health coverage.
- 3 weeks paid vacation per year (subject to advance approval of dates, and not to overlap with Camp sessions)

### **Job Duties:**

#### **1. Office Administration**

- Manage the Camp database (File Maker Pro)
- Perform basic bookkeeping - bank deposits, pay bills, post expenses and income to Quickbooks Online, etc.
- Manage camper registration records & correspondence (CampDoc)
- Assist with staff hiring records & correspondence
- Maintain written digital records & files (Google Workspace & DropBox)
- Manage Camp publications/mailings - newsletter, applications, etc.
- Manage social media accounts
- Coordinate bus transportation to Camp for campers and act as CampU's representative at the Palo Alto and Berkeley bus stops for departure and return trips
- Communicate with families about the program via phone and email, answering questions or passing inquiries to the ED as necessary
- Assist in coordinating special events
- Assist Executive Director as needed to coordinate Camp program
- During the summer (while Camp is in session), act as the primary Bay Area contact for Camp:

- Manage Camp's office and provide communication links with Camp in the Trinities during the summer
- Regularly check the mail in the Palo Alto office and distribute as needed to other staff
- Manage the waitlist and fill cancellation spots
- Meet & greet camp buses in Palo Alto and Berkeley
- Be the main contact for families and campers while Camp is running, particularly those recruited through our community partners/groups or other youth advocates

## 2. **Outreach**

- Assist the Director with Camper and Staff Recruitment/Retention
- Develop and sustain relationships with community groups that serve target populations, including lower income communities, urban communities in the Bay Area, and communities of color.
- Attend community events, including camp fairs, informational meetings, and house meetings to provide camp materials and engage potential campers and their parents.
- Design and create marketing materials which appeal to and meet the needs of target communities.
- Be the main contact for families and campers while Camp is running, particularly those recruited through our community partners/groups or other youth advocates
- Follow up with campers recruited through our community partners/groups or other youth advocates to ensure they are prepared for the CampU experience
- Do last minute outreach to lower income communities, urban communities in the Bay Area, and communities of color in order to fill cancellation spots
- Give personalized updates as needed to families about their campers during the camp session.
- Do targeted follow-up with families and campers recruited through our community partners/groups or other youth advocates.
- Assist with developing and administering non-summer programs that will help recruit and retain campers, especially from lower income communities, urban communities in the Bay Area, and communities of color.

## 3. **Fundraising**

- Assist Board and Executive Director with Fundraising
- Assist with the development of innovative strategies for fundraising which will help us better serve low-income communities and communities of color.
- Communicate with donors
- Plan fundraising events
- Assist with grant writing

**Required skills/background:**

- Dedication to sharing the wonders of wilderness, community, compassion, and cross-cultural understanding with people from all backgrounds.
- Excellent organization skills, ability to prioritize workload, and to work independently
- Basic computer skills, ability to learn software and perform basic accounting/bookkeeping duties
- Superior attention to detail
- Ability to communicate clearly and effectively with the ED, especially when more information, guidance, or training is needed.
- Excellent customer service skills
- Ability to travel around the Bay Area to attend events and meet with organizations, donors, families, and campers (travel is reimbursed).
- Ability to work effectively in diverse teams
- Excellent verbal and written communication skills, including the ability to present to a group
- Ability to self-manage, take initiative on projects, and manage one's own work schedule remotely
- Ability to accommodate a flexible work schedule, able to work weekends or evenings as needed and work more some weeks and less other weeks.
- Must be available to work the entire time that Camp is in session each summer (dates vary each year)

**Desired skills/background:**

- Fluency in Spanish
- Experience with Filemaker Pro and Quickbooks
- Nonprofit administration experience
- Knowledge of and experience with CampU's programs

Please submit letter of interest and resume to: [director@gocampu.com](mailto:director@gocampu.com)

Application due date: 10/7/2022