



Job Title:	ADMISSIONS COORDINATOR
Location:	Mount Gilead, OH
Job Class:	Full Time, Year-Round, Beginning January, 2019
Reports to:	Camp Director
Team/Function:	Program Team

ADMISSIONS COORDINATOR

As the **Admissions Coordinator**, you understand the importance of organization and systems. You know that a safe and fun camp can only happen if every T is crossed and every I is dotted. You are excited to learn and implement every detailed step in the processes of Camper and Volunteer Admissions. You know that your process-driven and detail-oriented working style will be a critical ingredient to delivering the most awesome camp. You are an organized list-maker who loves office supply stores. You secretly color code your closet and categorize your grocery list by department.

The Admissions Coordinator will coordinate administrative duties related to the processing of campers, camper families, camp volunteers and seasonal staff. The ideal candidate will have experience working in an administrative role and a demonstrated interest in providing excellent customer service.

Team Overviews:

The **Program Team** makes camp a reality by designing & implementing outcomes-based programming that is developmentally and physically adapted. They ensure a safe environment through meticulous emergency/risk management planning. The program team builds the camp community of adults needed to serve campers by recruiting, selecting and supporting qualified volunteers and seasonal camp staff.

This position will also work closely with the Mind, Body, Spirit Team. The **Mind, Body, Spirit Team** recruits and supports campers and families to provide an integrated camp experience through medical, psychosocial & dietary adaptations

Responsibilities:

Administration & Technology

- Coordinate administrative duties related to the processing of campers, camper families, camp volunteers and seasonal staff.
- Meticulously record accurate information in web-based Volunteer and Camper database systems.
- Perform administrative duties including phone communication, email correspondence, fax, data entry and filing.
- In coordination with the Administrative Specialist, support administrative functions of the Camp Operations team including: supply inventory, supply orders and form revisions.
- Manage process for updating, organizing and storing Volunteer and Camper charts and documentation per the FHF procedures and Document Retention policy.
- Oversee camper and family post-camp evaluation collection, recording and reporting.
- Perform Volunteer interviews in a professional manner and document responses, scores and notes in Volunteer database.

Camp Leadership Support

- Support the executive administrative needs and manage logistics for the Camp Director, Medical Director and Facilities Director through shared calendar management and project support as appropriate while using independent judgement and discretion.
- Communicate daily visitors and volunteers to the Camp Operations team while camp is in session.

Camp Operations Support

- Support the Volunteer Coordinator and Camper-Family Liaison to match volunteers and other staff with campers and cabins. Participate in camper placement bonanzas.
- Manage, implement and execute pre-camp checklists for volunteer and camper admissions including roster revisions, form mail merge, set up of arrival table and organization/set-up of t-shirts and name tags.
- Provide coverage and support for camper arrival and departure activities under the direction of the Camper & Family Liaison.
- Support the Volunteer Coordinator and Camper & Family Liaison with accurate reports, data and statistics including pre-camp reports, grant requests, grant reports, annual Impact Report, Board reports and annual volunteer and camper evaluation statistics.

Required Skills & Experience:

- Bachelor's degree
- Demonstrated meticulous systems-based organizational skills and attention to detail
- Ability to work for extended periods of time on a computer
- Ability to provide excellent customer service and demonstrate professionalism in phone communication
- Ability to collaborate with multiple project managers and key staff across multiple teams
- Manage tasks and workload in a fast-paced, deadline-driven role
- Be available during non-traditional working hours (evenings and weekends) at times
- Demonstrated excellent written and oral communication skills
- Experience working and proficiency in Microsoft Office applications

Preferred Skills & Experience:

- Non-profit experience
- Experience in an administrative role
- Experience working with a web-based data management system

Expectations & Requirements for all Flying Horse Farms Staff:

- We live our Core Values. We are each responsible for knowing our values and nurturing our culture.
- We practice Safety First. We are each responsible for knowing and adhering to the policies and procedures as described in the FHF staff manual.
- We See the Best in Each Other. We are each responsible for ensuring our working relationships with co-workers, volunteers, Board members, families, campers and other stakeholders are positive and professional.
- We show up. We are each responsible for our schedules, meetings and any other duties.

Why work at Flying Horse Farms? Quotes from the team:

- *The personally meaningful impact of being a part of a mission-driven organization and creating transformational experiences for campers motivates me every day!*
- *We get to work for the most incredibly deserving population and their families. It's our job to be the first contact with families and volunteers to build those relationships, while getting to see meaningful, real life transformation.*

How to Apply:

- Submit a cover letter and resume to careers@flyinghorsefarms.org.

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.