

LIONS CAMP HORIZON FOUNDATION

Summer Camp Programs Advisor

Overview

The Summer Camp Programs Advisor (SCPA) is a year-round volunteer position. The SCPA may or may not be an elected board member. The SCPA assists with the planning and oversight of the annual summer camp sessions and works closely with the Vice President (VP). Estimated number of monthly hours vary between pre-camp activities (Jan-June estimated at 10), post-camp activities (Sept- Dec estimated at 6) and during camp sessions (July & Aug estimated at 20.) Additionally, the SCPA will have interaction periodically with the Summer Camp Director (SCD) and Assistant Summer Camp Director (ASCD) and members of the Board of Directors. Ideally, the SCPA would expand his/her scope of training in order to assume other VP tasks in the event of a family or medical emergency.

Desired Skills

- Experienced with Microsoft Office, Excel and Powerpoint
- Experience with Publisher desired but not required
- Experience with Facebook
- Good verbal and written communication skills
- Comfortable using email, Zoom and/or Skype for communicating

Tasks

- Become familiar with the LCH Policy & Procedures Manual
- Participate in developing marketing handouts for camper, staff and volunteer recruiting
- Participate with creating quarterly newsletters and regular updates for LCH website and FaceBook page
- Participate in creating Orientation & Training Powerpoint presentations, the printing and collating of training and new hire packets
- Participate in camper check-in process (Monday mornings 9-noon during camp sessions)
(Welcome campers, hand-out name tags, take camper ID photos, collect permission slips, verify emergency contact info and refer to the next check-in station)
- Update camper, donor and email/contact information list
- Participate in creating and updating camper display boards throughout the LCH campus
- Participate in the camper application/registration process

For more information please contact Sharron Sherfick, Foundation Vice President at 360-531-1712 or vpcamp@lionscamphorizon.org