

Job description**Camp Boggy Creek****Job Title: Associate Volunteer Coordinator****Job Summary:**

Full-Time Year round Associate Volunteer Coordinator needed at Camp Boggy Creek, Eustis Florida. A minimum of two years of administrative or related experience is preferred. The Associate Volunteer Coordinator's primary responsibility is to provide assistance in the recruitment and training of volunteers in compliance with camping policies, standards and regulations both internal and external in support of all aspects of the intentional camp programming for children with special medical care needs. Key responsibilities include managing and maintaining the volunteer database UltraCamp for demographic information, medical and background screening documentation compliance, sessions attended and hours served while providing ongoing follow-up and communication during the volunteer application process. This position supports all aspects of the Volunteer recruitment, retention and recognition initiatives plus volunteer orientations and trainings. Benefits include paid vacation and holidays, health insurance, retirement plan with company match

COVID-19 considerations:

COVID-19 protocols and precautions in place, including masks, social distancing and daily health screenings are required.