

Comfort Zone Camp

Position Title: Youth & Family Coordinator

Classification – Full-time, Exempt

Reports to – Program Director

Date – Updated February 2025

Salary Range - \$55,000 - \$60,000

JOB DESCRIPTION

This position works remote in New Jersey (Somerset, Morris, Hunterdon, Middlesex, Monmouth counties preferred). In-person meetings as needed.

Summary: We are looking for a detail-oriented and focused youth & family coordinator to be responsible for our database of families and campers. The youth & family coordinator's responsibilities include recruiting and engaging families, keeping a database of camper information and skills, enrolling campers into programs, keeping families informed, and conveying the organization's purpose to the public.

Objective

The Youth & Family Coordinator provides support for Comfort Zone Camp programs:

- By providing management of camper information
- By managing camper screenings
- By practicing compassionate high-touch, high quality, customer service to families, volunteers, mental health professionals and suppliers
- By serving as the liaison to camper families
- By collaboratively partnering with other CZC employees to provide an exceptional experience for grieving children and their families

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Camper Outreach
 - Lead camper outreach strategy to include recruitment, retention and engagement of families
2. Camper Information Management
 - Manage registration lists and camper information
 - Manage family communications and act as primary contact for all families
 - Responsible for data base management to include data entry and statistical tracking for campers
3. Camper Screening Process
 - Coordinate camper screenings

- Utilize and manage volunteer screeners as needed
 - Work with Camp Manager to accept campers for each session
 - Contact mental health providers regarding campers as needed
 - Collaborate with Camp Director/Supervisor on camper acceptance and fit
 - Provide resource referrals as needed
4. Program Functions
- Prepare camper matching document and participate in the Matching Process
 - Assist camper families with travel arrangements as needed
 - Communicate camper acceptance and provide all necessary information to families
 - Coordinate on-site reports, health forms, and camper registration information
 - Prepare evaluations for program and program summary after each program session
 - Complete all post-camp tasks related to campers
 - Attend program as requested; prepare staff/volunteer who is serving as Intake Support at program
5. Other Responsibilities
- Attend and assist with development/fundraising efforts and events as requested
 - Represent CZC to campers, volunteers, donors and community members at workshops and presentations
 - Assist with camper and volunteer recruitment
 - Oversee projects to support organizational capacity as assigned

Competencies

1. Written and Verbal Communication Expertise
2. Camper Recruitment & Retention Proficiency
3. Sales/Persuasion Skills
4. Organization & Time Management Proficiency
5. Tact, Warmth, & Listening Skills
6. Adaptability & Flexibility
7. Confidentiality Expertise
8. Teamwork
9. MS Office Proficiency

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional, fast-paced and flexible office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must be able to lift at least 25lbs.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

Travel

Travel consisting of 8-10 weekends annually is required for this position. Required travel may be overnight and will primarily be concentrated on weekends and evenings.

Required Education and Experience

1. Bachelor's degree with a minimum of 3 years professional experience in a nonprofit, social services, youth development or camp setting.

Preferred Education and Experience

1. Master's Degree in social work, counseling, or related field
2. Nonprofit, social services, youth development or youth camp work

Additional Eligibility Qualifications

None required for this position

AAP/EEO Statement

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.