

Youth & Family Coordinator



Location: Richmond, VA (in office)

Salary: \$45,000–\$50,000

Schedule: Monday–Friday, 8:30 am – 5 pm, with 8–10 weekends of travel per year

Who We Are

Comfort Zone Camp (CZC) is a mission-based nonprofit organization dedicated to transforming the lives of children and young adults who are grieving the loss of a loved one.

The Opportunity

We are seeking a compassionate and highly organized Youth & Family Coordinator to support families through our camp programs. This role is the first point of contact for families: building trust, guiding them through the process, and ensuring that they feel supported from their first conversation to the end of their camp experience.

Why Join Us?

You'll play a key role in helping grieving children and their families access programs that change lives—offering support, hope, and connection.

What You'll Do

Guide Camp Families (~50% of time)

- Serve as the main point of contact for camper families—engaging, supporting, and guiding them through registration, screening, and participation.
- Build relationships with families through warmth, empathy, and professionalism.
- Conduct camper screenings and determine readiness and fit with maturity and discernment.
- Communicate clearly and sensitively with families, mental health providers, and volunteers.
- Encourage continued participation and reduce cancellations by helping families feel confident and prepared.
- Match campers with volunteers based on interests, hobbies, and life experience.
- Attend 8–10 weekend camps per year to provide support to campers, parents, volunteers, and programming.

Information Management (~30% of time)

- Manage all camper data, run reports, and maintain accurate records.
- Assist with program logistics, including forms, travel arrangements, and onsite support as needed.

Outreach (~20% of time)

- Represent CZC at events, workshops, and presentations.

- Expand the footprint of CZC by forging new relationships in target regions.
- Other duties as assigned

Please note - interacting with children is only a small part of this role.

What We're Looking For

- Bachelor's degree and 3+ years post-college experience in nonprofit, social services, counseling, youth development, education, or camp programming.
 - Preferred: Master's degree in social work, counseling, education, or related field.
- Strong counseling-minded communication skills; able to navigate emotional conversations with sensitivity.
- Adaptability and flexibility to wear multiple hats.
- Sales/persuasion skills to encourage full participation and regional expansion.
- Exceptional written and verbal communication skills.
- Excellent organization, time management, and follow-through.
- High emotional intelligence, sensitivity to grief, and professional judgment.
- Strong computer skills, MS Office proficiency required, database skills a plus.
- Ability to travel 8–10 weekends per year, including overnights.

Additional Information

Work Environment

This job operates in a fast-paced remote environment. This role routinely uses standard equipment such as computers, phones, and printers/copiers. The position requires the employee to provide their own professional remote office setup.

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; and reach with hands and arms. The employee must be able to lift at least 25lbs. A valid driver's license and reliable transportation are required.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Additional hours may be required to accommodate organizational needs. Attendance at assigned overnight camp weekends is required.

Travel

Overnight travel consisting of 8–10 weekends annually is required for this position. In-person meetings as required.

Equal Opportunity

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.

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To Apply: Please email your resume and cover letter to jobs@comfortzonecamp.org with the job title in the subject line. This position is open until filled. If you are interested in other opportunities, please visit our [Volunteers page](#).