

Job Title : CMW Liason

Employee Type: Contractor (through 2024 Calendar Year)

Reports To : Camp Administrator

About the Opportunity:

As the CMW Liaison, you will be responsible for coordinating accessibility for all campers and staffers to be able to bring their whole selves to camp and be successful! You will work closely with the Camp Administrator, keeping open channels of communication, and both the Program and Diversity & Inclusion Committees to ensure all aspects of camp procedures, policies and practices help support the diverse needs of our campers and staffers. The Camp Administrator will identify campers [parents] and/or staffers who need additional support and get the CMW Liaison connected to them as their main point of contact before, during and after camp. You will provide excellent customer service and play an important role in delivering on CMW's mission through positive working relationships with all of those involved.

Areas of responsibilities will include:

- Communicate with families and caregivers regarding questions/concerns prior to registration, after acceptance in preparation for camp, during camp and any post-camp follow-up
- Work with families and caregivers to create a support plan prior to camp
- Meet with Executives to review campers and staffers with accessibility concerns for that week, develop plan to communicate with relevant staff members
- Work with staffers to create a safe space for all including; training, discussing elements of support plans with counselors/staff camper buddies, etc.
- Ensure Camper Buddy selection is setting the camper/staffer up for success
- Assist Camp Administrator with Scholarship Program
- Be available to Executives & Parents adhoc

Who You Are:

- Experience and/or licensed in education, mental health, health care.
- Effective written and interpersonal communication skills.
- Good organizational skills and attentive to details.
- Maintains strict confidentiality and safeguards to protect the privacy and protected health information of all individuals
- Ability to build strong relationships with individuals and build community within a group.

Time commitment:

- May/June: 5-10 hrs per week for prep work, meeting with families, development of support plans
- June/July: 5-10 hours per week (as needed) to meet with camp leadership, participate in any necessary camper welcomes and/or staff training.
- September/October: 2-5 hours per month for planning, communication, attend Board of Directors meeting to provide season recap.

At CMW, we promote an empowering and safe camp environment that fosters growth of diversity, inclusion, access, and equity. CMW does this by celebrating differences and encouraging youth participants and all staff to be their authentic selves. By ensuring everyone feels included, valued, and respected, CMW is able to foster lifelong connections and supporting lifelong connections through faith, hope & love.