

Job Description: Reunion Coordinator

Summary: Friends Camp is seeking to hire a coordinator for a reunion of Friends Camp alums in August of this coming summer. The coordinator will have primary responsibility for planning and hosting this reunion, with the support of the Friends Camp Director and a volunteer committee of alums. The reunion is scheduled for Friday, August 26- Sunday, August 28, 2022.

Compensation: Coordinator will be paid \$20/hour for coordination prior to the reunion, for about 10-20 hours/month from February 2022- August 2022. An additional stipend will be provided for coordinating the in-person event, negotiable based on experience and number of days on site.

Responsible to: Friends Camp Director

How to apply: Please send a brief cover letter and a resume to Anna Hopkins Buller, camp director, at director@friendscamp.org by January 21, 2022. With questions, please contact Anna by email or at 207-877-4302.

Must have:

- Enthusiasm for coordinating an intergenerational, in-person reunion.
- Availability to be on-site in South China, Maine in August 22- 29, 2022.
- Ability to contribute about 10-20 hours of work each month before and during the summer, with more in August prior to the reunion.

Would be great to have:

- Experience working at or attending Friends Camp.
- Experience coordinating intergenerational gatherings, especially during Covid-19.
- Experience hiring and supervising staff groups of any size.

Specific Responsibilities:

- Create and share marketing content for alumni reunion.
- Work with camp director to hire, communicate with, and supervise appropriate staff for reunion (including kitchen staff, lifeguards, childcare, and more).
- Be on-site coordinator during the reunion (8/26/2022- 8/28/2022), including supervising staff, responding to emergency situations, coordinating volunteers, and hosting visitors.
- Arrive to camp a few days early, before reunion, to organize and prepare.
- Work with camp director to establish appropriate Covid-19 protocols for an in-person intergenerational gathering, including coordinating testing, vaccination requirements and confirmations, and more.
- Set up a registration system for reunion attendees, using Camp Brain.
- Process incoming registrations (excluding bookkeeping).
- Gather and track all necessary forms for attendees.
- Communicate with all registrants prior to reunion.
- Coordinate a children's program during reunion, including planning activities and finding appropriate staff, as well as meeting necessary child safety guidelines.
- Order any special reunion merchandise needed for the event.
- Work with volunteer committee to schedule activities for the weekend.
- Procure any needed supplies or equipment for the weekend.
- Assessability of camp to meet specific accessibility needs of attendees; clearly communicate which needs can be met, and which cannot.