



## JOB DESCRIPTION

*The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.*

**Title:** Hospital Outreach Associate

**Department:** Camp Program

**Reports to:** Hospital Outreach Manager

**Status:** Fulltime, Year round

**Location:** Hybrid: Santa Monica Office, Remotely, occasional trips to Camp located in Lake Hughes, CA, and several trips to the Bay Area and San Diego

**Salary Range:** \$43,000-\$53,000

**Date updated:** 1.25.2024

**Summary:** To coordinate and facilitate The Painted Turtle's Hospital Outreach Program.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

**Outpost Programing:**

- Adheres to and implements the policies and procedures of The Painted Turtle
- Coordinate and facilitate the Outpost program at hospital sites and community events
- Develop and implement each Outpost program, including but not limited to:
  - Develop and deliver program activities that are in line with the goals and objectives set forth by The Painted Turtle, in coordination with the Outreach Manager
  - Distribute flyers and schedules
  - Maintain supplies and track inventory
  - Pack and deliver all program supplies to Outpost sites
  - Supervise Outpost volunteers at sites
  - Recruit, coordinate, train, and steward Outpost volunteers. This includes CampSite Volunteer maintenance, hiring, interviewing and online calendar management.
  - Assist with coordination and communication with hospital Child Life Specialists and other contacts
  - Coordinate trips and travel to the Bay Area and San Diego when assigned
- Maintain an effective system of personnel and program evaluation for Outpost programs
- Assist with development of new relationships and nurture ongoing relationships with founding hospitals, partner groups, volunteer health organizations, or other groups that will help The Painted Turtle meet its goals
- Assist in creating and maintaining the annual program schedule and activities

- Assist Camper Admissions in camper recruitment for family weekend and summer sessions when appropriate
- Work two to three days remotely and two to three days out in the field at Outpost hospital sites each week; travel several times a year on trips ranging from two to six days in length. Occasional visits to the Santa Monica office to pack and replenish supplies as needed.
- Participate in TPT day events such as the Holiday Gathering or other events at The Painted Turtle camp site as needed.
- Participate in TPT programming one Family Weekend session in the Spring and one in the Fall.
- To perform any other duties deemed necessary by the Outreach Manager or Camp Director

#### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Follows up with co-workers as needed; Develops realistic action plans.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **LANGUAGE ABILITY:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effective verbal and written communication skills. **Proficiency in Spanish desired, but not required.**

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work independently and within a team environment.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook, Publisher, and Powerpoint software.

**REQUIRED EXPERIENCE:**

- Valid Driver's License

**The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and to describe what it would be like to work at The Painted Turtle. If this sounds like the type of job you are interested in, and we sound like a non-profit that you would like to work for- then please apply even if you don't match 100% of the job description.**

**OUR CORE VALUES:** Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

**Benefits:**

- A competitive benefits package including medical, dental, and vision coverage. With our HMO plan being covered 100% by the employer for the employee.
- Generous paid Vacation Time, and Sick Leave
- Over 15 paid days off for Holidays. An additional week off (paid) at the end of the year.
- Eligibility to participate in our 401(k) retirement Savings Plan with an employer match up to 4%.
- 8 days to volunteer at camp (paid) in year 1; 5 days in years after
- Professional development opportunities

**To apply:** Please submit a resume and cover letter to Christine Cook, HR Manager at [christinec@thepaintedturtle.org](mailto:christinec@thepaintedturtle.org)

Please visit The Painted Turtle's website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).