



## The Painted Turtle Outreach Associate

**Position:** Outreach Associate

**Department:** Camp Program

**Reports to:** Outreach Manager

**Status:** Full Time, Year Round, Non-exempt

**Location:** Santa Monica Office; hospitals throughout the greater LA area, occasional trips to Camp located in Lake Hughes, CA, and several trips to the Bay Area and San Diego

**Organization Overview:** The Painted Turtle is a non-profit camp program for children with serious medical conditions and their families. We seek to reach beyond illness, to inspire children with life-threatening diseases to become their greater selves. It is our mission to provide a year-round, life-changing environment for these children and their families – one that allows children to participate in an authentic camp experience by supporting their medical needs and offers their families care, education, and respite. Founded by Paul Newman and Page Adler in 1999 as the 6<sup>th</sup> SeriousFun Children's Network camp in the world, The Painted Turtle is nestled in the desert hills of Lake Hughes, CA. We offer 8 condition-specific residential summer camp sessions, as well as programs for campers and families during Family Weekend programs and day events in the fall and spring. In addition, The Painted Turtle Outpost, a mobile hospital program, transports the camp experience to hospitals, clinics, and medical community events throughout California.

**Job Summary:** The Outreach Associate is responsible for collaboratively creating, coordinating, and delivering our mobile hospital program, Outpost. This position prioritizes in-field work as well as program design with some administrative responsibilities. As a member of the outreach team, the Outreach Associate frequently represents The Painted Turtle, educates and recruits others about our program, and fulfills our mission working directly with families and children. Outpost creates over 3,000 camper touchpoints each year through its in-hospital visits and community events. This is a full-time, salaried position with benefits.

The ideal applicant will have proven skills working successfully and mindfully with youth of all ages. We seek a highly-motivated team player who can also work autonomously and who possesses strong organizational, program design, interpersonal, and communication skills. Basic Spanish skills required, fluency preferred. Candidate must be willing to work out of the Santa Monica administrative office and drive to all Outpost sites, as well as travel to the Bay Area, Sacramento, and San Diego multiple times in a year. Candidate must be available to work occasional evening and weekends.

### **JOB RESPONSIBILITIES:**

- Implement the Outpost program at hospital sites and community events, in coordination with the Outreach Coordinator and under the supervision of the Outreach Manager
- Represent The Painted Turtle and interact with all individuals with respect, dignity, and integrity
- Implement aspects of the 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
  - Distribute flyers and schedules
  - Maintain supplies
  - Pack and deliver all program supplies to Outpost sites

- Supervise Outpost volunteers at sites
- Recruit, coordinate, train, and steward Outpost volunteers
- Assist with coordination and communication with hospital Child Life Specialists and other contacts
- Adapt program activities to meet the needs of people of all abilities and wellness-levels
- Engage with campers and adults in an empowering, affirming, and appropriate manner at all times
- 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 Camper Admissions in camper recruitment for family weekend and summer sessions when appropriate
- Work two to three days in the Santa Monica office and two to three days out in the field at Outpost hospital sites each week
- Travel to the Bay Area several times a year; travel to San Diego a few times a year
- Work occasional weekends and occasional evenings
- Participate in TPT day events such as the Holiday Gathering and Spring into Camp Celebration at The Painted Turtle camp site in Lake Hughes, CA
- To perform any other duties deemed necessary by the Outreach Manager or Director of Camp Programs

**REQUIRED QUALIFICATIONS:**

- Minimum 3 years' experience working directly with children of all ages in a formal setting
- Minimum high school diploma or GED education
- Basic Spanish speaking and comprehension skills
- Skilled in PC computer operations including word processing, database management, and internet access; familiarity with Google suite
- Ability to lift fifty pounds
- Ability to focus on a large quantity of projects and tasks
- Ability to drive long distances and in possession of a current driver's license and a clean driving record
- Ability to work independently and within a team environment
- Effective verbal and written communication skills
- Strong interpersonal skills and ability to work with people of all backgrounds, abilities, and identities
- Strong attention to detail
- Strong commitment to quality
- Proven ability to protect confidential or sensitive information
- Demonstrated good judgment and maturity
- Dedicated to cultivating empathy, compassion, and humor

**PREFERRED QUALIFICATIONS:**

- Bachelor's degree or equivalent educational/professional experience
- Bilingual; proficiency in spoken and written Spanish, ability to translate
- Minimum 1 year of camp or related experience
- Minimum 1 year of medical field environment experience/exposure or related experience
- Minimum 1 year of working with volunteers
- Minimum 1 year of supervisory responsibilities
- Minimum 1 year of programming experience: ability to plan, organize, and implement youth programs
- Child Development education or experience
- Interest in the field of Child Life

**COMPENSATION:** Salary commensurate with experience and negotiable. Once eligible, benefits include: excellent health insurance, dental, and vision plans; 401(k) matching; life insurance; parking in downtown Santa Monica during work days; paid vacation and sick days; federal and state holidays and a week of additional paid vacation at the end of the year.

**Applications for this position will be accepted on an ongoing basis until the position is filled. We strongly encourage interested applicants to apply as soon as possible.**

**The Painted Turtle is committed to equal opportunity for all employees and applicants.** As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected characteristic.

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

**To apply, please send your resume and cover letter to:**

Janelle Villalobos, HR Manager

Email: [janellev@thepaintedturtle.org](mailto:janellev@thepaintedturtle.org)

**When submitting your application, please title your email as follows: “Your Full Name: Outreach Associate Application.”**

**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.

For more information on The Painted Turtle, please visit our website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).

For more information on Outpost, please visit <http://www.thepaintedturtle.org/the-camp/programs/hospital-outreach-programs/>