



Campership Application Reviewer Volunteer Position Description

Volunteers Needed: 5-10 Campership Application Reviewers

Volunteer Commitment Required: Maximum of 20 hours per camp season. Approximately 45 minutes per application. Anywhere from 10-20 applications. Generally from October – January.

Volunteer Requirements:

- Successful completion of the JACF Volunteer Application
- Computer with access to internet
- General computer familiarity

Purpose: To assess applicant through a review of campership application narrative to make recommendation on acceptance or denial based on established criteria.

Campership Application Review Program Design

- Campership Program Director will manage incoming forms, request missing forms, review forms for completion, communicate with Camper/Camper Family via CM to attain complete application.
- Campership Application Review Committee will include Executive Director, Program Director and Volunteer Reviewers
- PD will verify financial eligibility
- PD will alert Reviewer when applications are complete
- Reviewer will review Applicant Statement, Parent/Legal Guardian Statement, Recruiter Statement and Letter of Reference (if applicable)
- Reviewer will complete Campership Application Review Form for each application reviewed
- Reviewer will make recommendation to Program Director with final approval by Executive Director
- Reviewer will be required to sign a Confidentiality Agreement
- Reviewer will be required to sign a Technology Agreement