



# Capstone Program Coordinator

## Volunteer Position Description

**Overview of the Role:** A Capstone Program Coordinator supports Capstone Project Advisors, who in turn support campers in completing community-based service projects. Coaches provide guidance to Project Advisors, check in monthly, share resources, and help troubleshoot challenges to ensure both mentors and campers are set up for success throughout the Capstone Program.

**About ATS:** A Thousand Summers removes barriers to life-changing summer camp experiences for families who can't afford them, partnering with high quality camps to support underserved youth nationwide.

**Capstone Program Description:** The Capstone Program is ATS's leadership and service program for 15-year-old campers. Through the program, campers design and complete a community-based service project with the support of a Capstone Project Advisor, who is often part of the camper's community. Throughout the spring, campers attend monthly Capstone Meeting calls where they plan out their projects and problem solve. This culminates in the Capstone Presentation in early May where campers present their projects to the group.

**Volunteer Commitment Required:** Up to 30 hours per camp season, averaging about 5 hours per month from mid-October to mid-May. Capstone Program Coordinators typically support 3–5 Capstone Project Advisors and their Campers during this time. This position is entirely virtual.

### Volunteer Requirements:

- Successful completion of the ATS Volunteer Application
- Youth Development and mentoring experience
- Ability to pass a background check and provide one professional reference

### Responsibilities

- Support a small group (3–5) of Capstone Project Advisors as they mentor campers through service projects
- Build relationships with each Project Advisor through an initial one-on-one call and monthly check-ins
- Share reminders, resources, and guidance to help Advisors and campers stay on track
- Troubleshoot challenges that arise during project planning, implementation, or presentation
- Attend and contribute to all monthly Capstone Zoom Meetings, offering support and encouragement to Advisors during group calls
- Maintain regular communication with ATS staff to flag concerns, celebrate progress, and ensure a smooth experience for all participants

## Capstone Program Coordinator Timeline & Commitments (2025–2026)

Date / Timeframe	Activity / Commitment
<b>September 2025</b>	- <b>Required:</b> Attend virtual <b>Volunteer Training Meeting</b> - Tuesday, September 23 from 5-6pm MST
<b>October 2025</b>	- Receive Capstone Program information and mentor assignments - Attend <b>Capstone Program Coordinator Phone Call Meeting</b> (plan for the year)
<b>November 2025</b>	<ul style="list-style-type: none"> <li>● Contact Capstone Project Advisors to:</li> <li>● Introduce yourself and share contact info</li> <li>● Schedule and attend Capstone Project Advisor Call to build relationship, review deadlines</li> </ul>
<b>December 2025 – April 2026</b>	Attend all <b>Capstone Zoom Meetings Sundays at 2:00pm MST / 1:00pm PST / 4:00pm EST</b> <ul style="list-style-type: none"> <li>● <b>Dec 7, 2025</b></li> <li>● <b>Jan 11, 2026</b></li> <li>● <b>Feb 8, 2026</b></li> <li>● <b>Mar 8, 2026</b></li> </ul> - Provide support to mentors during meetings: remind them of upcoming due dates, troubleshoot issues, and offer encouragement
<b>April 26, 2026</b>	- Attend the <b>Capstone Open House</b> (1-hour virtual event at 2:00pm MST)
<b>Mid-May 2026</b>	- Attend <b>Capstone Program Coordinator Wrap-Up Meeting</b> (1-hour virtual session)