



## SUMMER CAMP ASSISTANT

### JOB DESCRIPTION

<b>Job Summary</b>	<p>The Summer Camp Assistant (SCA) is responsible for providing ongoing assistance to program staff, campers, and volunteers during programs &amp; assist Program Manager &amp; Coordinators in providing instruction and ongoing assistance to volunteers during programs. A primary function of this &amp; every other job at the Kostopulos Dream Foundation is to ensure that each member, guest &amp; visitor receives the highest caliber of service.</p>
<b>Supervisor</b>	<p>Program Manager (primary)/ Program Coordinators (secondary)</p>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Act as an integral member of the summer camp program team.</li> <li>2. Provide ongoing assistance to program staff, group leaders, counselors, campers, and volunteers during programs. Assist Program Manager &amp; Coordinators in providing instruction and ongoing assistance to volunteers during programs.</li> <li>3. Assist Program Manager &amp; Coordinators in preparing program areas for summer. Assure program areas remain safe, organized &amp; stocked through the summer. Assist in preparing summary and evaluation of current season including inventories, camper reports, and recommendations for next season.</li> <li>4. Responsible for assessing and making recommendations to Program Manager &amp; Coordinators as to program equipment and supply needs.</li> <li>5. Follow protocol regarding handling of behaviors and special needs; gives Program Manager &amp; Coordinators input &amp; feedback on effectiveness of behavior protocols.</li> <li>6. Assist in implementing schedules and records for all areas of residential camp programs including; facilities, special events, etc.</li> <li>7. Assist Program Manager &amp; Coordinators in leading and facilitating ropes course groups</li> <li>8. Assist in overseeing the preparation cabins/bed assignments during summer camp.</li> <li>9. Respond to any critical situations that may arise with participants, staff or environment.</li> <li>10. Assist in the following tasks: Supervision of participants, administering behavior protocol as directed, administering all medical protocol as directed, verbal and physical assistance, lifeguarding, and accomplishes all other tasks as directed.</li> <li>11. Monitors safety of all aspects of the program and campers.</li> <li>12. Communicate all pertinent issues affecting the programs to Program Manager &amp; Coordinators (i.e. staff/client/ parent/transportation issues &amp; concerns, etc), in a timely manner.</li> <li>13. Establish good rapport with families of the program participants as well as keeps them informed about concerns affecting the camper.</li> <li>14. Responsible for implementing policies and procedures regarding facilities and van including but not limited to; ensuring proper paperwork is filled out prior to departing, reporting damages to Director of Operations, using backer when exiting a parking spot, etc...</li> <li>15. Participate in all required trainings and certifications in compliance with the organization's standards.</li> <li>16. Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.</li> <li>17. Communicate clearly, honestly and respectfully with all staff, participants, parents and volunteers.</li> <li>18. Fill in for occasional overnight duty as needed</li> <li>19. Act as a point of reference for issues that arise in the absence of Program Manager or Program Coordinators</li> </ol>

<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Must be 21 years of age and have a clean criminal background check.</li> <li>2. Must have a valid driver's license, a good driving record, experience driving a 15 passenger van is preferred.</li> <li>3. Able to live on-site Sunday night through Friday afternoon.</li> <li>4. Knowledgeable of Cognitive &amp; Physical Disabilities, including autism spectrum disorders, Down syndrome, developmental delays, spina bifida, etc required</li> <li>5. Previous experience working with individuals with cognitive and physical disabilities required.</li> <li>6. Excellent interpersonal communication skills</li> <li>7. Demonstrated history of responsibility, dependability, and maturity</li> <li>8. Current First Aid/CPR and lifeguard certification</li> <li>9. Ability to be flexible, creative and adaptable to situations</li> <li>10. Ability to consistently lift, carry and load adaptive and other sports equipment that may weigh 50 or more pounds, and sustain aerobic activity for 20 consecutive minutes.</li> <li>11. Must be able to commit to contracted dates from May-August, including one weekend in July.</li> <li>12. Commitment to a positive, fun and team-oriented working environment</li> </ol>
<b>Salary</b>	\$350/week stipend, contingent upon completion of scheduled daily hours.
<b>Status</b>	Seasonal
<b>Hours</b>	50+hours a week; weekend, evening, overnight and holiday work required, EOE
<b>Benefits</b>	Room and board, Breakfast, Lunch, & Dinner M-F (\$250 value).