



## TRIP CAMP GROUP LEADER JOB DESCRIPTION

<b>Job Summary</b>	The Summer Trip Camp Group Leader is responsible for supervision, instruction, & implementation of Travel Trips programs, affiliated facilities, & transportation (e.g. van). Assign/oversee staff tasks (e.g. set up/take down of equipment and supplies, supervision of camper, etc.). A primary function of this & every other job at the Kostopoulos Dream Foundation is to ensure that each member, guest & visitor receives the highest caliber of service.
<b>Supervisor</b>	Program Manager & Program Coordinators
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Act as an integral member of summer camp program team.</li> <li>2. Provide supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs.</li> <li>3. Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise participants &amp; implement assigned programs; complete/submit all required paperwork by set deadlines.</li> <li>4. Responsible for assessing &amp; making recommendations to Program Manager &amp; Coordinators as to program equipment &amp; supply needs; monitors safety of all aspects of program &amp; campers</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/participate in: Administering behavior protocol as directed, administering all medical protocol as directed, verbal &amp; physical assistance, &amp; accomplishes all other tasks as directed.</li> <li>7. Assist in the care, cleanliness, and security of the facility used by campers during the program.</li> <li>8. Communicate all pertinent issues affecting programs to Program Manager &amp; Coordinators (i.e. staff/client/ parent/transportation issues/concerns, etc), in a timely manner.</li> <li>9. 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>10. Participate in all required trainings &amp; certifications in compliance with our standards.</li> <li>11. Communicate clearly, honestly and respectfully with staff, participants, parents and volunteers.</li> <li>12. Establish good rapport with families of the program participants as well as keeps them informed about concerns affecting the camper.</li> <li>13. Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community.</li> <li>14. Check in with Program Manager &amp; Coordinators twice a day at designated times.</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. Commit to contracted dates from May-August &amp; live on-site Sunday night to Friday afternoon (except while on a trip)</li> <li>4. Knowledgeable of Cognitive &amp; Physical Disabilities, including autism spectrum disorders, Down syndrome, developmental delays, spina bifida, etc. (preferred)</li> <li>5. Previous experience working with individuals with cognitive &amp; physical disabilities preferred.</li> <li>6. Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity; ability to be flexible, creative and adaptable to situations</li> <li>7. Current First Aid/CPR certification</li> <li>8. 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>9. Commitment to a positive, fun and team-oriented working environment</li> <li>10. Demonstrated history of responsibility, dependability, and maturity</li> <li>11. Ability to be flexible, creative and adaptable to situations</li> <li>12. Must have prior camping or trip experience.</li> </ol>
<b>Salary</b>	\$325/week stipend, contingent upon completion of scheduled daily hours.
<b>Status</b>	Seasonal

<b>Hours</b>	50+ Hours per week; weekend, evening, overnight and holiday work required, EOE
<b>Benefits</b>	Room and board; Breakfast, Lunch, & Dinner M-F (\$250/week value).