



TRIP CAMP GROUP LEADER JOB DESCRIPTION

Job Summary	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.
Supervisor	Day Camp/Travel Trip Assistant Program Coordinator
Responsibilities	<ol style="list-style-type: none"> 1. Act as an integral member of summer camp program team. 2. Provide supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs. 3. Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise participants & implement assigned programs; complete/submit all required paperwork by set deadlines. 4. Responsible for assessing & making recommendations to Program Coordinator as to program equipment & supply needs; monitors safety of all aspects of program & campers 5. Follow protocol regarding handling of behaviors and special needs; gives Travel Trip Assistant Program Coordinator input & feedback on effectiveness of behavior protocols. 6. Assist/participate in: Administering behavior protocol as directed, administering all medical protocol as directed, verbal & physical assistance, & accomplishes all other tasks as directed. 7. Assist in the care, cleanliness, and security of the facility used by campers during the program. 8. Communicate all pertinent issues affecting programs to Trip Camp Assistant Program Coordinator (i.e. staff/client/ parent/transportation issues/concerns, etc), in a timely manner. 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... 10. Participate in all required trainings & certifications in compliance with our standards. 11. Communicate clearly, honestly and respectfully with staff, participants, parents and volunteers. 12. Establish good rapport with families of the program participants as well as keeps them informed about concerns affecting the camper. 13. Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community. 14. Check in with Program Manager twice a day at designated times.
Qualifications	<ol style="list-style-type: none"> 1. Must be 21 years of age and have a clean criminal background check. 2. Must have a valid driver's license, a good driving record, experience driving a 15 passenger van is preferred. 3. Commit to contracted dates from May-August & live on-site Sunday night to Friday afternoon (except while on a trip) 4. Knowledgeable of Cognitive & Physical Disabilities, including autism spectrum disorders, Down syndrome, developmental delays, spina bifida, etc. (preferred) 5. Previous experience working with individuals with cognitive & physical disabilities preferred. 6. Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity; ability to be flexible, creative and adaptable to situations 7. Current First Aid/CPR certification 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. 9. Commitment to a positive, fun and team-oriented working environment 10. Demonstrated history of responsibility, dependability, and maturity 11. Ability to be flexible, creative and adaptable to situations
Salary	\$1,200/ month + room & board
Status	Seasonal
Hours	40+ Hours per week; weekend, evening, night and holiday work required, EOE

Benefits	Room and board.
-----------------	-----------------