



## POSITION DESCRIPTION

**Title:** Camp Leader, Camp Connect  
**Classification:** Non-Exempt  
**Work Schedule:** 32.50 hours per week, 8:30AM-3:15PM  
**Start Date:** June 17 – August 23rd, 2019  
**Report to:** Program Coordinator  
**Work Site:** The Bridge Center, 470 Pine Street Bridgewater, Massachusetts

### Position Purpose:

The Bridge Center is looking for an experienced, patient, outgoing, and professional individual to serve as the Camp Connect Leader. Camp Connect is a 9 week summer camp program designed for children teens, and young adults diagnosed with high functioning Autism, Asperger's syndrome, and related social challenges requiring a ratio of 1:3 staff to camper support. The Camp Leader will be responsible for overseeing all aspects of Camp Connect including ongoing camper assessments, group placement, staff pairings, program development, activity analysis, and direct communication with families. In addition, the Camp Leader will create and implement social skills lesson plans on a weekly basis, with assistance from the Program Coordinator. The Camp Connect Leader will report directly to the Program Coordinator and will be responsible for supervising all Camp Connect staff, as well as offering support to other summer camp staff as needed. Through the camp season the Camp Leader will be expected to develop rapport with each camper and staff, offering support to campers in need on a daily basis. The Camp Leader must commit to working **ALL** 10 weeks (training week + nine weeks of summer camp).

### **Primary Duties & Responsibilities**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversee day-to-day operations of Camp Connect
- Ability and desire to work with individuals with disabilities in an outdoor setting where "campers come first".
- Ability and desire to work with persons of all ages, ability levels, and backgrounds in a dynamic outdoor environment which values growth and change of self and others
- Plan curriculum and daily schedules for Camp Connect in collaboration with the Program Coordinator; Camp Leaders are responsible to develop two "learning-block" lessons per week, per camp group. One lesson needs to be based in social skill development, while the second learning block can relate to STEM/STEAM curriculum.
- Conduct training specific to Camp Connect during staff training week and throughout the summer.
- Oversee new camper assessments and proper camper placements (in collaboration with the other camp leaders and the Program Coordinator).



- Create weekly staff schedules ensuring adequate coverage for the highest level of safety
- Provide daily leadership for staff (i.e. positive attitude, high energy, enthusiastic, effective problem solving skills, etc)
- Oversee crisis intervention to ensure the highest level of safety for campers and staff
- Develop rapport and effective consistent communication with parents and families
- Conduct mid-summer and end of summer staff evaluations
- Willing to ride the Boston Bus during high enrollment weeks, if necessary
- Supervise extended day from 3-5pm one-two times per week, if needed
  - Plan weekly supervision meeting with staff, broken up into small meetings per group
- Collaborate with Program Coordinator to ensure group schedules
- Ensure Camp Connect Pick up/Drop off parents documentation sheet is filled out daily
- Camp Leader must commit to working **ALL** 10 weeks (training week + nine weeks of summer camp)

### **Supervision**

This individual will work under and report directly to the Program Coordinator and will be responsible for the supervision of all Camp Connect Staff group leaders, and counselors).

### **Job Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work environments may include a business office, outdoor and indoor recreation venues. Campers will participate in sports, archery, low ropes/team challenge, music, arts and crafts, cooking, movement arts, boating, fishing, daily swim time, and if appropriate, weekly therapeutic horseback riding lessons. The Camp Connect Leader will be expected to actively participate in all program areas.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

1. Pursuing or obtain a Bachelor's Degree or higher in Special Education, Psychology, Occupational Therapy, Physical Therapy, Speech Pathology, Recreation Therapy, Social Work, or a related field
2. 2-4 years' experience working directly with people with disabilities required
3. Prior experience working at a summer camp is preferred

#### **Special Requirements**

1. Demonstrated experience in developing and implementing recreation/leisure activities for people with disabilities



2. Must be able to commit to **ALL** 10 weeks, June 17- August 23, 2019
3. Must have a valid driver's license
4. Must be 21+ years of age
4. Must complete and pass CORI/SORI/NSOPW
5. CPR and first aid certified (recertification available during staff training)
6. CPI or equivalent certification in de-escalation and crisis prevention techniques

#### **Physical Requirements**

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. This person must demonstrate the ability to, maintain a high level of energy, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and the ability to lift and carry (short distances; up to 15') up to 80 pound occasionally. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures

#### **Salary:**

Pay scale of \$16.00-\$18.00 per hour based on prior experience.

#### **Interested candidates should submit the following:**

- Job application (<https://bridgecenter.campintouch.com/ui/forms/application/staff/App>)
- Resume
- Two letters of recommendation

#### **Please mail/email/fax to:**

Abigail Ross

*Program Coordinator*

*Year Round Programs and Summer Camps*

The Bridge Center

470 Pine Street Bridgewater, MA 02324

[ARoss@thebridgectr.org](mailto:ARoss@thebridgectr.org)

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*Position open until filled*