



POSITION DESCRIPTION

Title: Camp Director

Classification: Non-Exempt

Work Schedule: 33 hours per week, 8:30AM-3:15PM

Start Date: June 18 – August 24, 2018 (Pre-Camp Training June 18-23)

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 a Camp Director. The Director will be responsible for overseeing all aspects of their specific camp including ongoing camper assessments, group placement, staff pairings, program development, activity analysis, and direct communication with families. Each director will report directly to the Program Coordinator and will be responsible for supervising their specific camp staff, as well as offering support to other summer camp staff as needed. Through the camp season the Director will be expected to develop rapport with each camper and staff, offering support to campers in need on a daily basis.

Primary Duties & Responsibilities

- Oversee day-to-day operations of their assigned camp.
- 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
- Conduct training specific to their assigned camp during staff training week and throughout the summer
- Oversee new camper assessments and proper camper placements (in collaboration with the other camp directors and the Program Director)
- Collaborate with Program Coordinator to create camper goals based intake assessment.



- 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
- Oversee that camper goal data is updated weekly and organized well.
- Collaborate with Program Coordinator to ensure group schedules
- Create camp specific Pick up/Drop off signs for parents and documentation sheet
- Communicate with parents and families as necessary.

Supervision

This individual will work under and report directly to the Program Coordinator and will be responsible for the supervision of all staff within their specific camp.

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 Director will be expected to actively participate in all program areas.

RECOMMENDED MINIMUM QUALIFICATIONS

- a. Education, Training, and Experience
 - i. Currently enrolled in, or a graduate of, a Bachelor's program (or higher) in the field of Special Education, Occupational Therapy, Physical Therapy, Speech Pathology, Recreation Therapy, Social Work, or related field
 - ii. 2-4 years of experience working with people with disabilities



- iii. Demonstrated experience in developing and implementing recreation/leisure activities for people with disabilities.
- iv. Prior experience working in a summer camp program is preferred

b. Physical Requirements

- i. Ability to run short distances during crisis situations (up to 400 meters)
- ii. Ability to lift/move/push up to 30 pounds (with occasional demands up to 50lbs)
- iii. Requires the ability to physically maneuver over and/or upon terrain, surfaces or physical structures.
- iv. Ability to spend up to 6 hours outdoors, standing/walking/running

c. Additional Requirements

- i. 21 years of age or older
- ii. Must be able to work 10 weeks, June 18- August 24, 2018
- iii. Must be available to attend staff training during the week of June 18- June 22, 2018, from 4-8pm
- iv. Must have a valid driver's license
- v. Must be 21+ years of age
- vi. Must complete and pass CORI/SORI/NSOPW
- vii. CPR and first aid certified (recertification available during staff training)
- viii. CPI or equivalent certification in de-escalation and crisis prevention techniques

Pay Rate: 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

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Phone: 508-697-7557 ext. 12

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Position open until filled