



## POSITION DESCRIPTION

**Title:** Assistant Camp Leader, Camp Discover  
**Classification:** Non-Exempt  
**Work Schedule:** 32.50 hours per week, 8:30AM-3:15PM  
**Start Date:** June 17- August 23, 2019  
**Report to:** Camp Leader & 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 Discover Assistant Camp Leader. Camp Discover is designed for all children and young adults between the ages of 4 and 22 with developmental and intellectual disabilities requiring a ratio of 1:1 or 1:2 staff per camper. The Assistant Camp Leader will be responsible for assisting the Camp Discover Leader in all aspects of Camp Discover including ongoing camper assessments, group placement, staff pairings, program development, activity analysis, and direct communication with families. The Assistant Camp Leader will report directly to the Camp Discover Leader and will assist in supervising all camp staff (6 group leaders, 50 counselors) as well as offering support to other summer camp staff and/or participants as needed. Through the camp season the Assistant 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.*

- Assist in overseeing day-to-day operations of Camp Discover
- 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
- Assist in planning curriculum and daily schedules for Camp Discover in collaboration with the Camp Discover Leader and Program Coordinator
- Assist in conducting training during staff training week and throughout the summer
- Assist in overseeing new camper assessments and proper camper placements (in collaboration with the other camp leaders and the Program Coordinator)
- Assist in creating 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.)



- Assist in overseeing crisis intervention to ensure the highest level of safety for campers and staff
- Develop rapport and effective consistent communication with parents and families
- Assist with conducting 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
- Assist with morning meetings with staff and campers
- 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 Camp Discover Leader and will be assist in the supervision of all Camp Discover Staff (6 Group Leaders and 45+ 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 Assistant Camp 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 work **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 \$15.00-17.00 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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