



Position Description

Title: Camp Discover Group Leader
Classification: Non-Exempt
Work Schedule: 33.75 hours per week, 8:30AM-3:15PM
Start Date: June 19- August 25, 2017
Report to: Camp Director & 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 Group Leader. Camp Discover is designed for all children and young adults, between the ages of 4 and 22, regardless of the nature or severity of their disability. The Group Leader will be responsible for collaborating with the Director to oversee all aspects of the Camp Discover program, including new camper intake assessments, group placement, and staff pairings. The Camp Discover Group Leader will report directly to the Camp Discover Director and will be responsible for supervising Camp Discover staff, as well as offering support to other summer camp staff as needed. Through the camp season, the Group Leader will be expected to develop rapport with each camper and staff, offering support to campers in need on a daily basis.

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 the day-to-day operations of Camp Discover
- Collaborate with the Camp Discover Director and Assistant Director to determine camp groupings within Discover
- Assist in planning and facilitating camp specific groups (sensory/group time)
- Provide daily leadership for staff (i.e. positive attitude, high energy, enthusiastic, effective problem solving skills, etc)
- Willing to be direct care within a group during high enrollment or for additional support within the group, as needed
- Assist with crisis intervention to ensure the highest level of safety for campers and staff
- Develop rapport and effective consistent communication with parents and families
- Responsible for managing specific administrative tasks (daily cleaning schedules, organization of daily sheets, lost and found, etc)
- Willing to ride the Boston Bus during high enrollment weeks, if necessary
- Facilitate group structure to ensure that the group as a whole is moving effectively and appropriately together to each activity throughout the day



Supervision:

This individual will work under and report directly to the Camp Discover Director, and will be responsible for assisting with supervision of all Camp Discover Staff (Counselors).

Job Environment:

Camp Discover provides a safe, nurturing, fun summer camp environment for children and young adults with special needs, regardless of the nature or severity of their disability. Campers participate in sports, archery, low ropes/team challenge, music, arts & crafts, cooking, movement arts, boating, and fishing, in addition to daily swim time and weekly therapeutic horseback riding lessons. Groups will be formulated based on camper age, interests, abilities, and supports needed for success. Each group will consist of 5-10 campers and 3-7 staff (with 1:1 staff provided for campers with demonstrated need). This environment requires all staff to be active, engaged and directly involved in all activities with the campers. Individuals must be motivated, responsible, engaging, and comfortable interacting with children with all disabilities, and their families.

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. At least one year of experience working with children with disabilities
 - iii. 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. Ability to spend up to 6 hours outdoors, standing/walking/running
- c. Additional Requirements
 - i. 21 years of age or older
 - ii. Cleared by state criminal and sex offender background checks
 - iii. Strong leadership skills
 - iv. Excellent written and verbal skills
 - v. Flexible and patient demeanor
 - vi. Must be comfortable swimming
 - vii. CPR and First Aid certified (re-certification offered during staff training week)

Salary:

Pay scale of \$11.00-\$14.00 per hour based on prior experience.

Interested candidates should submit the following:

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



- Three letters of recommendation

Please mail/email/fax to:

Jaclyn Ross

Program Coordinator

Year Round Programs and Summer Camps

The Bridge Center

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