



## POSITION DESCRIPTION

**Title:** Camp Leader, Multi-Camp (Sunshine & Endeavor)  
**Classification:** Non-Exempt  
**Work Schedule:** 32.50 hours per week, 8:30AM-3:15PM  
**Start Date:** June 17-August 23, 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 Camp Leader of two summer camps. This Multi-Camp Leader position involves working hands-on with children and adults with disabilities and/or chronic illnesses. This camp leader will be in charge of Camp Sunshine, an inclusion camp for children with and without disabilities. This camp will have a maximum of 10 campers, ideally making two groups of five. Each group will have 1 group leader, along with 1 floating counselor between both groups. Camp Endeavor is a camp designed for children with neuromuscular disorders. This camp will run two weeks out of the nine, and each camper will be staffed in a 1:1 ratio. The Camp Leader will be responsible for overseeing all aspects of these two camps including ongoing camper assessments, group placement, staff pairings, program development, activity analysis, and direct communication with families. The Multi-Camp Leader will report directly to the Program Director and will be responsible for supervising all camp staff (2-4) as well as offering support to other summer camp staff and/or participants 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 Sunshine, and Camp Endeavor
- 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
- Determines camp groupings within Camp Sunshine, and Camp Endeavor.
- Plan curriculum and daily schedules for all camps in collaboration with the Program Coordinator
- Conduct training specific to Camp Sunshine and Camp Endeavor.
- Create weekly staff schedules ensuring coverage for the highest level of safety for all campers and staff



- 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 morning meetings with staff and campers
- Collaborate with Program Coordinator to ensure group schedules
- Create Multi-Camp Pick up/Drop off signs for parents and documentation sheet
- 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 Program Coordinator.

### **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.

### **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.

## **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

**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

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