



## **Position Description**

**Title:** Group Leader  
**Classification:** Hourly Employee  
**Work Schedule:** 32.50 hours per week, 8:45AM-3:15PM  
**Start Date:** June 18 – August 24, 2018  
**Report to:** Camp Directors & 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 individuals to serve as Group Leaders. The Group Leader will be responsible for collaborating with the Directors to oversee all aspects of the camp program, including new camper intake assessments, group placement, and staff pairings. In addition, the Group Leader will work with the Director to create and implement behavior plans and consistent social development within groups. The Group Leader will report directly to the Camp Director and will be responsible for supervising Camp 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**

- Assist in overseeing the day-to-day operations of Camp
- Collaborate with the Camp Directors to determine camp groupings
- Assist in planning and facilitating camp specific groups
- 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)
- Be responsible for ensuring weekly camper goal data is complete for Friday afternoons.
- 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 their Camp Director, and will be responsible for assisting with supervision of all camp specific 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 group leader 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. 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. 18 years of age or older
  - ii. Must complete and pass CORI/SORI/NSOPW
  - iii. Must be available to attend staff training during the week of June 18- June 22, 2018, from 4-8pm.
  - iv. Strong leadership skills
  - v. Excellent written and verbal skills
  - vi. Flexible and patient demeanor
  - vii. Must be comfortable swimming
  - viii. CPR and First Aid certified (re-certification offered during staff training week)

**Pay Rate:** Pay scale of \$12.00-\$13.00 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:**

Abigail Ross  
Program Coordinator



*Year Round Programs and Summer Camps*

The Bridge Center

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