



## POSITION DESCRIPTION

**Title:** Group Leader, VIP  
**Classification:** Non-Exempt  
**Work Schedule:** 32.50 hours per week, 8:45AM-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 Group Leader for VIP Camp. This VIP Camp Group Leader position involves assisting the VIP Camp Leader in daily tasks, programs and with campers to provide the best experience for the VIP campers. VIP is a weekly camp for teens and adults ages 14-18 with high functioning disabilities. Campers in VIP are interested in developing self-confidence and leadership skills to better strengthen their readiness for volunteer and/or work positions. VIP campers will have the opportunity to engage in a supervised and structured camp experiences where they will assist counselors in leading camp activities and volunteer in varied capacities around The Bridge Center. Campers will also get to have fun at the pool, at the pond, playing games and more as they strengthen group dynamics. On Thursdays, VIP campers that have exhibited appropriate and responsible behaviors will enjoy a field trip off campus to a local organization where they will learn about volunteer opportunities. Campers are provided support depending on their individual needs and are supported by our staff in a 1:3 or 1:4 camper to counselor ratio.

### 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 VIP
- 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)
- 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 the VIP Camp Leader, and will be responsible for assisting with supervision of all Camp Staff (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.

**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. Must be available to attend staff training during the week of June 17- June 22, 2019 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)

**Salary**

Pay scale of \$13.00-\$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



- 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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*Position open until filled*