

# Camp High Hopes

## *Activity Leader*

### *Job Description*

Job Title: **Activity Leader**

Incumbent: \_\_\_\_\_

Classification: Exempt (Seasonal)

Required to live onsite at camp: Varies

Reports to: Camp Program Director

#### Qualifications:

- ♦ Current certification in first aid and CPR or must be able to obtain or become certified in First Aid/CPR.
- ♦ Certification or demonstrated experience in 1 or more activity areas.
- ♦ Valid Driver's License.
- ♦ Must be a minimum of 18 years of age for onsite position, 16 years of age for offsite.
- ♦ High school graduate or equivalent preferred.
- ♦ Experience working with people with disabilities desired.

#### Position Purpose:

To further the mission of the camp by serving as the primary leader in the delivery of program activities at the camp and secondary caregiver for an assigned group of campers with disabilities. Provides the daily direction in program activity delivery, safety, and camper enjoyment.

#### Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
  - ♦ Apply basic development principles in working with campers through communication, relationship development, respect for camper needs, involvement, and empowerment of individuals with disabilities.
  - ♦ Assure campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - ♦ Responsible for leading and assisting with the teaching of activities.
  - ♦ Actively participate in all program activity areas as assigned.
  - ♦ Provide for the progression of activities within the framework of individual and group interests and abilities.
  - ♦ Assist in program activity areas such as aquatics, waterfront, nature, arts and crafts, adventure challenge, horseback riding, and sports.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - ♦ Provide the daily care of each camper within your supervision including recognition of and assistance with personal health needs. Includes, but not limited to assisting campers with activities of daily living such as toileting, bathing/showering, diapering, feeding, dressing, shaving, brushing teeth, and other activities of daily living that campers might need assistance with while they are at camp.
  - ♦ Ensure that campers receive their medications as directed by Health Care Manager.
  - ♦ Be alert to campers and assist them with personal and/or health problems, and discuss with camp Health Care Manager and/or resident Camp Program Director when appropriate.
  - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Program Director.

4. Be a role model to campers and staff in your attitude and behavior.
  - ♦ Follow and uphold all safety and security rules and procedures.
  - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Regular and punctual attendance at location determined by employer.
6. Be at work on time and clean in appearance.

#### Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events on or near the assigned program activity area.
- ♦ Other duties as assigned.

#### Relationships:

Reports to Camp Program Director. Works directly with the Program Specialists and other Camp Staff.

#### Equipment and Structures Used:

Equipment and structures used, but not limited to, includes: adaptive equipment, aquatic equipment, challenge course equipment, training equipment, helmets, life jackets, canoes, paddle boats, fishing poles, art and craft supplies, nature equipment such as compasses and flashlights, bicycles and tricycles, snow sport equipment such as sleds and snowshoes, general sporting equipment such as balls and scooters, sensory room equipment such as swings and tactile items, miniature golfing equipment, archery equipment, outdoor cooking equipment, tenting equipment, horseback riding equipment, patient lifts, wheelchairs, walkers, medical and hygiene supplies, and other camp program equipment.

#### Knowledge, Skills, and Abilities:

- ♦ Desire and ability to work with youth and adults with disabilities outdoors.
- ♦ Understand the development and adaptation needs of youth and adults with disabilities.
- ♦ Ability to relate to youth and adults with disabilities in a positive manner.
- ♦ Demonstrate knowledge and skill in designated camp program areas.
- ♦ Ability to work irregular hours, including nights, weekends, and overnights.

#### Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring emergency response. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Physical requirements include climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate activity equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the frequent ability to lift up to 200lbs with the assistance of other staff members or medical equipment. Willingness to work irregular hours in the facility available. Operate with daily exposure to the sun and heat, snow and cold, varying weather conditions, and animals such as bugs, snakes, bats, etc.