

## **Camp High Hopes** ***Job Description***

Job Title: **Assistant Program Director**

Classification: Exempt (Year-round)

Required to live onsite at camp: Single housing in shared apartment

Reports to: Program Director

### Qualifications:

- ♦ Current certification in at least one program activity (ie, challenge course, aquatic, waterfront, archery, fishing, nature, arts, crafts, bicycling, ball sports, etc.) and/or documented experience and training.
- ♦ Current lifeguard certificate desired or ability to obtain.
- ♦ Current certification in first aid and CPR or ability to obtain.
- ♦ Valid Driver's License.
- ♦ Must be a minimum of 21 years of age.

### Extra Qualifications:

- ♦ Bachelor's degree in Therapeutic Recreation or equivalent.
- ♦ Be CTRS with minimum 1 year certification.
- ♦ Prior supervisory experience in a camp setting, preferably a special needs camp.

### Position Purpose:

To further the mission of the camp through the development and delivery of program activities at the camp. Deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Responsible for the implementation of seasonal respite programs and all activity areas. Assists in management of overall camp program operations at the direction of the Program Director.

### Essential Job Functions:

1. Deliver a fun and adaptive program activity to campers.
  - ♦ Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - ♦ Evaluate program delivery abilities of staff.
  - ♦ Evaluate the success of the programs and the development of the campers' abilities and skills in program activities.
  - ♦ Expand the camp's activities with new program activities and initiatives.
2. Ensure that camp staff and campers know and follow safety and educational procedures in program activities.
  - ♦ Assist in the implementation of staff training for program activities.
  - ♦ Provide guidelines for utilizing the program activity equipment and supplies.
  - ♦ Train other staff in their program activity responsibilities.
  - ♦ Ensure staff implement safety procedures for program activities through direct supervision.
3. Oversee management and care of physical facilities and equipment in program activity areas.
  - ♦ Review daily checks of the program activity area and equipment to ensure maintenance and repairs are being conducted.
  - ♦ Maintain the program activity equipment and elements through notifying proper maintenance personnel or Program Director when external assistance is needed.
  - ♦ Ensure program activity areas are cleaned daily and kept free of hazards and debris.
4. Provide oversight 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 special needs development principles in working with campers through communication, relationship development, respect for special needs, involvement and empowerment of individuals with special needs.

- ♦ Assure campers are properly supervised at all times.
  - ♦ Be aware of and implement safety guidelines.
5. Maintain high standards of health and safety in all activities for campers and staff.
    - ♦ Ensure 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 Director.
    - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with Health Care Director and/or 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 Program Director.
  6. 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.
  7. Regular and punctual attendance at location determined by employer.
  8. 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.
- ♦ Assist with documentation in camper files, understand how to use the registration software.
- ♦ 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.
- ♦ Plan special events on or near the assigned program activity area.
- ♦ Other duties as assigned.

Relationships:

Reports to Program Director. Supervises Activity Specialists and Camp Counselors. Works closely with the nursing, maintenance, and kitchen 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:

- ♦ Training and experience in adapting and teaching program activities to individuals with disabilities.
- ♦ Desire and ability to work with children and adults with disabilities outdoors.
- ♦ Understand the development and adaptation needs of children and adults with disabilities.
- ♦ Ability to relate to children and adults with disabilities in a positive manner.
- ♦ Demonstrate knowledge and skill in designated camp program areas.
- ♦ Ability to live in and manage a communal-living setting at the camp.
- ♦ Ability to work irregular hours, including nights, weekends, and overnights.
- ♦ Ability to interact with all age levels.

### 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 first aid. 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 of an Assistant Program Director include climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program 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 live in a communal-living setting at the camp and work irregular hours delivering program 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.