



## **Supervisor, DSAGC Camp Holiday 2014 (P/T Contract Position):**

- Report to: Director of Programming
- Provide management and leadership on-site for the DSAGC Camp Holiday
- Oversee the daily operations of Camp Holiday
  - Supervises campers, counselors, and volunteers
  - Oversee the business office operations, i.e. record keeping when Director of Programming is not on-site
  - Assist in supervising service providers and other vendors while on-site
  - Give input and assistance to Director of Programming on schedule of events, including set up of field trips
  - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation
- Assist Director of Programming with oversight of camp supplies moved from storage unit to camp location, and back
- Work with Director of Programming at the completion of camp to download all pertinent information
- Reports to Board of Directors through the Director of Programming and Executive Director, and supports the activities of the Board
- Represents the DSAGC via online tools like the website and social media regarding Camp Holiday in accordance with DSAGC media policies

### **Qualifications**

- Must be experienced in supervision/management. Leadership experience with camps for children with intellectual disabilities is a plus.
- This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.
- Intermediate knowledge of Word, Excel, E-mail and Social Media.
- Must be able to work a flexible part-time schedule with hours approximately 8am – 2:45 pm during the weeks of Camp Holiday (last person out the door).

## **Sr. Counselor, DSAGC Camp Holiday 2014 (P/T Contract Position):**

### **Roles and Responsibilities:**

- Report to: Director of Programming through Camp Supervisor
- Oversee campers as assigned
  - In general, insure the safety of the campers in program activities offered to enrich lives and promote a safe and welcoming environment at Camp Holiday. Plan and implement enrichment activities for campers.

### **SPECIFIC RESPONSIBILITIES:**

- Plan, lead and supervise campers with all activities.
- Work with staff, supervisor and volunteers to facilitate a safe and fun camp experience.
- Assist campers with all activities, including daily living skills as necessary (toileting, washing, eating).
- Submit daily participation and behavior documentation. (Will define how to do this later.)
- Interact with the parents on a daily basis, keeping them informed about their child's time spent at Camp Holiday.
- Interact with the campers in a fair and positive manner.
- Plan and execute structured activities that keep the campers involved and having fun.
- Follow daily schedules assigned for each week of camp. Schedules may vary.
- Keep accurate attendance records.
- Be familiar with all emergency procedures.
- Keep all areas of the facility that are used by the camp program neat and tidy.
- Report any behavior incidents to your supervisor through written and verbal communication.
- Follow and enforce all safety policies.
- Be a good example for all campers.
- Good attendance while employed with Camp Holiday is a must as we can't call in substitutes.
- All other duties as assigned.

### **Qualifications**

- Must have degree in Special education, regular education, parks and recreational, social work, speech therapy, therapeutic recreation, occupational therapy, mental health or related fields.
- Must be able to relate and work well with people with and without disabilities.
- Demonstrated expertise as professional with current certification in field of practice
- Demonstrated ability to work successfully in a team leadership environment
- Demonstrated ability to organize and lead school age children
- Demonstrated ability to supervise/mentor Junior Counselor and Volunteers
- Desire and ability to work with individuals with developmental and learning challenges
- Previous camp experience is a plus
- Must be able to work a flexible part-time schedule with hours approximately 8:30am – 2:30pm during the weeks of Camp Holiday
- Must have good communication skills, dependable, flexible and responsible.
- Attend all trainings and parent/camper orientation.
- This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.
- Intermediate knowledge of Word, Excel, E-mail and Social Media.

## **Jr. Counselor, DSAGC Camp Holiday 2014 (P/T Contract Position):**

### **Roles and Responsibilities:**

- Report to: Director of Programming through Camp Supervisor
- Oversee campers as assigned
  - In general, insure the safety of the campers in program activities offered to enrich lives and promote a safe and welcoming environment at Camp Holiday. Plan and implement enrichment activities for campers.

### **SPECIFIC RESPONSIBILITIES:**

- Assist Senior Counselor to plan, lead and supervise campers with recreational activities.
- Work with staff, supervisor and volunteers to facilitate a safe and fun camp experience.
- Assist campers with all activities, including daily living skills as necessary (toileting, washing, eating).
- Interact with the parents on a daily basis, keeping them informed about their child's time spent at Camp Holiday.
- Interact with the campers in a fair and positive manner.
- Assist with structured activities that keep the campers involved and having fun.
- Follow daily schedules assigned for each week of camp. Schedules may vary.
- Be familiar with all emergency procedures.
- Keep all areas of the facility that are used by the camp program neat and tidy.
- Report any behavior incidents to your supervisor through verbal communication.
- Follow and enforce all safety policies.
- Be a good example for all campers.
- Good attendance while employed with Camp Holiday is a must as we can't call in substitutes.
- All other duties as assigned.

### **Qualifications**

- Age 18 or older
- Student pursuing degree in PT, OT, SLP, MT, SpEd, Education or related field
- Ability to organize and lead children
- Desire to work with individuals with developmental and learning challenges
- Previous camp experience is a plus
- Must have good communication skills, dependable, flexible and responsible.
- Must be able to work a flexible part-time schedule with hours approximately 8:30am – 2:30pm during the weeks of Camp Holiday
- Attend training as requested.
- This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.
- Intermediate knowledge of Word, Excel, E-mail and Social Media.

## **Volunteer, DSAGC Camp Holiday 2014 (Non-Paid Position):**

### **Roles and Responsibilities:**

- Report to: Director of Programming through Camp Supervisor
- Oversee campers as assigned
  - In general, insure the safety of the campers in program activities offered to enrich lives and promote a safe and welcoming environment at Camp Holiday.

### **SPECIFIC RESPONSIBILITIES:**

- Assist counselors with supervision of campers during recreational activities.
- Work with staff, supervisor and volunteers to facilitate a safe and fun camp experience.
- Assist campers with all activities, including daily living skills as necessary (toileting, washing, eating).
- Interact with the campers in a fair and positive manner.
- Help keep the campers involved and having fun.
- Be familiar with all emergency procedures.
- Keep all areas of the facility that are used by the camp program neat and tidy.
- Report any behavior incidents to your assigned counselor through verbal communication.
- Follow and enforce all safety policies.
- Be a good example for all campers.
- Good attendance while employed with Camp Holiday is a must as we can't call in substitutes.
- All other duties as assigned.

### **Qualifications**

- Ages 15 and up.
- Desire to work with individuals with developmental and learning challenges
- Previous day camp experience is a plus
- Must have good communication skills, dependable, flexible and responsible.
- Ability to work independently with minimal supervision.
- Attend training as requested.
- This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.