

Achievement Centers for Children

Job Description

Job Title: Intervention Specialist – Sensational Day Camp

Department: Recreation Programs

Report to: Sensational Day Camp Coordinator

Position Overview

This position involves delivering instruction and providing skill practice for campers to address their Extended School Year IEP goals. This person will oversee a rotational schedule that gives campers access to direct instruction as well as supported skill practice. The Intervention Specialist will also monitor and keep data regarding camper progress on academic goals and behavioral goals.

Key Responsibilities

1. Set up (with assistance) and maintain the classroom with stations for individual/small group instruction, independent work, art/fine motor activities, and structured play activities.
2. Continually develop activities for independent work for campers, code and organize these so they can be accessed by counselors/aides.
3. Provide direct instruction related to IEP goals to small groups based on rotational schedule throughout the day.
4. Keep materials and stations within the classroom organized.
5. Keep data and records to monitor camper progress throughout the summer.
6. Collaborate with Coordinator, speech and occupational therapists to develop appropriate activities for classroom stations.
7. Provide a list of material needs to Camp Coordinator or Assistant Coordinator in a timely manner.
8. Assists campers as necessary with physical and personal care needs (feeding, diapering, toileting, hand washing, dressing, etc.).
9. Establish positive and supportive relationships with campers.
10. Transition out of typical duties as needed to address staff needs, camp or camper emergencies, and security issues.
11. Complete incident reports according to protocol on the day of the incident and turns them in immediately or as soon as possible to the Coordinator.
12. Lead by example and interacts with other staff in a supportive and appropriate manner and reports significant concerns to supervisors when necessary.
13. Respond positively to supervision and suggestions handling situations or improvement to ensure campers safety and/or enjoyment of camp programs.
14. Knowledgeable regarding campers' physical, communication, social, and personal care needs.
15. Use age-appropriate language and interpersonal skills with campers and staff.
16. Report any acts of maltreatment, neglect, and/or other violations of camp policies immediately to the camp coordinator and/or camp manager.

General

1. Promotes a positive image by representing the Recreation Division of Achievement Centers for Children in a courteous, professional manner
2. Adheres to all Policies and Procedures in the Achievement Centers for Children staff handbook
3. Promotes a team approach with in each camp program and throughout the agency
4. Works in family-centered partnerships with the individuals and families served by the Achievement Centers for Children
5. Practices safe work habits and contributes to ensuring a safe and healthful work environment

- a. Maintains the department (camp) to allow for safe, efficient and organized delivery of agency services.
 - b. Maintains all equipment in safe working order, notifying supervisor of repairs/replacements as needed.
 - c. Practices appropriate safety techniques related in Infection Control and Universal Precautions including hand washing, equipment and toy disinfecting, and laundry.
6. Fosters and maintains good public relations with all community sources.
 7. Conducts self with professional dignity; understands the importance of good human relations; able to motivate others; and possesses initiative and good judgment.

Education, Training, and/or Experience

1. Minimum of one year of teaching experience with children with autism; one year of experience working with children with special needs.

Personal Skills and Abilities

1. Have experience working in supervisory and/or leadership situations.
2. Have experience executing administrative duties.
3. Show maturity and responsibility in all actions.
4. Display a sincere interest in working with our campers and staff.
5. Act in a professional manner.
6. Be enthusiastic, creative, resourceful and flexible.
7. Have the ability to treat all staff fairly and remain objective.
8. Show respect for all administrative staff.
9. Be highly organized and detail oriented.

Preferred Qualifications

1. H.S. diploma; some college with credits towards the field of special education, speech or occupational therapy and/or autism.
2. Previous school and or/camp experience with children with autism and/or children with special needs.
3. Minimum 18 years of age.

Physical Demands

1. Walking to and from activities with campers several times a day.
2. Ability to be actively engaged with campers outside, including on days when temperature is high.
3. Assisting in lifting children in and out of wheelchairs.
4. Actively participating in camp programs and activities including getting in the pool to supervise and assist campers.
5. Helping feed, change and toilet campers as needed.

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of the Achievement Centers for Children.