

Achievement Centers for Children Job Description

Job Title: Educational Aide/Counselor – Sensational Day Camp
Department: Recreation Programs
Report to: Sensational Day Camp Coordinator

Position Overview

Sensational Day Camp Counselors are responsible for providing high quality primary care and support to promote camper safety, enjoyment, and educational enrichment. Counselors engage in best practices that support the educational social, emotional, cognitive, and communication development of our campers. In addition, the counselors assist the Coordinator and Assistant Coordinator with set up and clean up duties as assigned.

Key Responsibilities

1. Provides direct care and close supervision of campers without reluctance throughout the entire camp day.
2. Assists campers as assigned or necessary with physical and personal care needs (feeding, diapering, toileting, hand washing, dressing, etc.).
3. Establishes positive and engaging relationships with participants by initiating social interactions/conversations and play activities when appropriate.
4. Transitions out of typical duties as needed to address staff needs, camp or camper emergencies, and security issues.
5. Leads by example and participates in all camp activities; encouraging and supporting camper participation.
6. Reviews parent/group home communication notes each morning; fills them out and places them in camper folders at the end of each day for signature.
7. Follows group schedule and stays with group except under approved extenuating circumstances.
8. Attends all required training, and staff meetings; reports and discusses all incidents with camp coordinators.
9. Completes incident reports according to protocol on the day of the incident and turns them in immediately or as soon as possible to the Assistant Coordinator or Coordinator.
10. Reports/turns in all expressed parent/group home or bus/van driver concerns to Coordinator or Asst. Coordinator as soon as possible.
11. Interacts with other staff in a supportive and appropriate manner and reports significant concerns to supervisors when necessary.
12. Responds positively to supervision and suggestions handling situations or improvement to ensure campers safety and/or enjoyment of camp programs.
13. Knowledgeable of camper's physical, communication, social, and personal care needs.
14. Gives constant attention to health and safety of campers (i.e. takes campers to nurse for medication in a timely manner, safety belts on all wheelchairs, prevents over-exposure to heat and sun, uses sunscreen and watches for de-hydration, etc.).
15. Relates well to campers, volunteers, other counselors and camp visitors.
16. Uses age-appropriate language and interpersonal skills with campers and staff.
17. Reports 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 experience working with children.

Personal Skills and Abilities

1. Have experience working in group situations.
2. Show maturity and responsibility in all actions.
3. Display a sincere interest in working with our campers.
4. Must act in a professional manner.
5. Must be enthusiastic and creative.
6. Have the ability to treat all staff fairly and remain objective.
7. Must show respect for all administrative staff.

Preferred Qualifications

1. H.S. Diploma or G.E.D.
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.