

Achievement Centers for Children

Job Description

Job Title: Program Coordinator– Sensational Day Camp

Department: Recreation Programs

Report to: Manager of Camp Programs

Position Overview

This position involves managing the Sensational Day Camp Program, supervising all Sensational Day Camp staff and fulfilling all associated administrative duties. The Program Coordinator is responsible for planning and implementation of the program, including communicating with school districts, transportation companies and parents as needed. This person is responsible for assuring that campers' receive appropriate ESY services as well as quality social and recreational opportunities in the camp setting. This involves providing a high level of supervision and support to the staff to meet the intensive needs of the campers served. In order to do this, he/she should have a background and experience in the implementation of evidence-based practices and strategies with students with autism (i.e. Positive Behavior Supports, Applied Behavior Analysis, visual supports, etc.)

Key Responsibilities

1. Conduct intakes for new campers and their families.
2. Participate in interviewing, hiring and training of staff including Intervention Specialist, Speech Language Pathologist, Certified Occupational Therapy Assistant, and Educational Aides/Counselors.
3. Group campers according to age and intensity of needs and assign counselors to each group.
4. Develop rotational schedule to include all activities for each group and update daily/weekly as needed.
5. Order/acquire appropriate materials and equipment as needed according to budget provided.
6. Oversee and participate in set up of activity areas/cabins before camp begins.
7. Oversee arrival and dismissal including transportation and parent sign in and sign out procedures.
8. Assure procedures are followed in regards to medication drop-off, administration, and pick up and that counselors are in communication with camp nurse.
9. Supervise and support all staff in regards to working with students with autism and managing their behavior using positive and appropriate interventions.
10. Provide direct intervention in crisis situations as needed.
11. Review daily parent/guardian notes and either communicates directly with parents or assists staff to respond quickly and appropriately.
12. Review and signs all incident reports daily.
13. Conduct daily staff meetings to provide information and input to staff.
14. Model proactive and crisis plan strategies for staff.
15. Assist campers as necessary with physical and personal care needs (feeding, diapering, toileting, hand washing, dressing, etc.).
16. Establish positive and supportive relationships with campers, parents, staff as well as all involved school district and outside agency personnel.
17. Knowledgeable regarding campers' physical, communication, social, and personal care needs.
18. Use age-appropriate language and interpersonal skills with campers and staff.
19. Report any acts of maltreatment, neglect, and/or other violations of camp policies immediately to the camp manager or VP of Recreation.

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 within 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. Intervention Specialist with a Master's in Education; minimum of 3 years working directly with children with autism; minimum of one year in a leadership or supervisory role.

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 others at all times.
9. Be highly organized and detail oriented.

Preferred Qualifications

1. Master's in Education, BCBA and/or Autism Certification and a minimum of 5 years classroom experience working specifically with students with autism.

Physical Demands

1. Supervision of campers and activities in multiple locations across a 52 acre campus (anywhere from 2 – 5 miles of walking per day)
2. Ability to be actively engaged with campers and staff 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.