

# ACHIEVEMENT CENTERS FOR CHILDREN

## JOB DESCRIPTION

**Job Title:** Summer Music Coordinator  
**Department:** Recreation Programs  
**Responsible to:** Summer Activities Coordinator

### SUMMARY

The Summer Music Coordinator will be responsible for providing a variety of activities and experiences that encourage campers to participate and have fun. The summer music coordinator may perform Summer Camp Counselor responsibilities on occasion. A Summer Camp Counselor is responsible for the safety and primary care of campers.

**ONGOING DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To successfully perform this job, an individual must be able to successfully perform each ongoing duty.

1. Promotes a positive image by representing the Recreation Division and the Achievement Centers for Children in a courteous, professional manner.
2. Adheres to all Policies/Procedures in the Achievement Centers for Children Staff Handbook.
3. Promotes a team approach within each 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 to allow for safe, efficient and organized delivery of therapy 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 and toy disinfecting.
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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. To successfully perform this job, an individual must be able to perform each essential duty satisfactorily, as well as have a broad knowledge of organization operations and policies. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. Plans a variety of age-appropriate music activities, submits goals and planned activity lists for approval two weeks prior to activity schedule, executes age-appropriate activities, welcoming suggestions from campers and other staff, displays positive leadership qualities, keeps activity area and equipment clean and organized at all times, submits supply request forms two weeks before items are needed, maintains an accurate and updated resource notebook for activity areas to include, list of age-appropriate activities, evaluations of executed activities, makes suggestions for future leaders.
2. Manages direct care of campers without reluctance, attends to any of the campers' personal care needs. Being familiar with various disabilities. Knows specific physical and social concerns of campers. Interacts with a variety of campers. Encourages active program participation by setting an example. Gives constant attention to health and safety of campers. Uses safety belts on all wheelchairs. Prevents over-exposure to heat and sun. Knows and enforces rules of camp. Encourages independence with each camper. Uses age-appropriate language and interpersonal skills with campers. Present at all assigned times. Checks with on-duty staff members to make sure things are under control before going off-duty.
3. Communicates concerns to the Summer Coordinators, submits required reports and evaluations on time, responds positively to supervision and suggestions for improvement, participates in staff information exchange sessions, takes initiative in group situations, interacts with other staff in a supportive and appropriate manner.
4. Participates in activities, participates with assigned group at activities, arrives on time for scheduled activities, displays enthusiasm in camp programs, brings new ideas and innovations to job, offers suggestions for activities, assists with evening programs and special events as needed.

**REQUIRED QUALIFICATIONS** listed below are indicative of knowledge, skills, and abilities required to be successful in this position.

### **Education, Training, and/or Experience**

1. Minimum of One Year Experience working with children with disabilities.
2. Work experience including music.

### **Personal Skills and Abilities**

1. Have experience with a variety of leadership activities.
2. Have good organizational, planning and decision-making skills.
3. Have experience working in group situations.
4. Show maturity and responsibility in all actions.
5. Display a sincere interest in working with our campers.
6. Must act in a professional manner.
7. Must be willing to work a flexible schedule and travel to our Camp Cheerful and Highland Hills locations.
8. Must be enthusiastic and creative.
9. Have the ability to treat all staff fairly and remain objective.

10. Must show respect for all administrative staff

**PREFERRED QUALIFICATIONS**

1. H.S. Diploma or G.E.D.
2. Previous camp experience with persons with disabilities.

**PHYSICAL DEMANDS** described here are representative of those that must be routinely met by an employee to successfully perform essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential duties.

1. Assists in lifting children and adults.
2. Loads and unloads heavy supplies.
3. Actively participates in camp programs and activities.
4. Performs occasional custodial and maintenance duties.
5. Helps feed and toilet special needs campers.

**WORKING CONDITIONS** described here are representative of those that must be met by an employee while performing essential duties of this position. Reasonable accommodations may be made to qualified individuals with disabilities to perform essential duties.

1. Requires outdoor work in all weather conditions.
2. During Summer Camp, most of time spent outdoors.
3. Some off-site travel may be required.
4. May require occasional evenings.

*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.*

By signing below, I confirm that I have reviewed and received the above job description. I understand that this job description does not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Received

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