



v.2/27/24

## Job Description

<u>Job Title(s):</u>	<b>Assistant Day Camp Director or Nurse or Supervisors or Assistant</b>
<u>Positions Available:</u>	<b>Nurse / Specialists / Programing Activities / Inclusion / Wellness</b>
<u>Reports to:</u>	Day Camp Director & Executive Director & Board of Directors
<u>Type of employment:</u>	Seasonal
<u>Exempt/Non-Exempt:</u>	Exempt (includes multiple staff training dates, training certification dates, open houses, special promotional events, set up/breakdown
<u>Compensation:</u>	Competitive pay based on education, experience, certifications, and availability to work full days [hours: 7:30am – 5:30pm daily] and weekly sessions. Pay rate range: Assistant - \$600-\$650 Supervisor \$650-\$700 per week.
<u>Camp Dates:</u>	Monday, June 17 <sup>th</sup> – Friday, August 9 <sup>th</sup> , 2024

### Position Purpose:

- always maintain that safety is the #1 priority for all campers and staff
- will demonstrate an enthusiastic personality, be creative, and have a willingness to work with a wide age range of campers both typical and those with special needs
- will exhibit an ability to float & offer guidance to counselors to help enhance and modify activities to making them unique, age appropriate & special for all campers
- provides a safe and encouraging environment where campers with special needs are valued and given the opportunity to explore new experiences
- may assist campers that have developmental, physical, neurological, learning and/or mental impairments to successfully integrate them within the activity

### Essential Job Functions:

- Be able to monitor the safety and well-being of all campers & staff while demonstrating appropriate behavior & use of positive behavior-management techniques
- Be enthusiastic, silly and have fun during all camp activities along with demonstrating the actions necessary to participate in the activities
- Assist in the direction, supervision, and organization of all camp activities that help support the Camp Argo's mission and Camp Director's initiative
- Have the ability to multi-task and organize multiple activities simultaneously
- Guide counselors to help set up games, organize equipment, and modify to suit all campers abilities
- Offers instruction to both staff and campers and teaches them ways to adjust the game play to fit the needs of their group's dynamic
- Demonstrates a high level of energy, passion, and joyfulness for camp activities while setting a positive tone amongst staff and campers alike
- Be able to float from group to group to help keep energy level high, motivate staff and campers
- Be comfortable speaking in front of large groups, and singing camp songs
- Contribute to verbal and written evaluations and communications as requested
- Have an understanding of a wide range of games, activities, sports or intramural activities
- Must have strong speaking and listening skills, ability to teach and demonstrate activities, ability to observe campers and maintain order and safety
- Must have ability to remain calm during challenging situations & ask for help from colleagues
- Take the initiative to clean up; empty trash cans; maintain the facility's cleanliness, etc.

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- Group efforts include but not limited to general custodial routines, services required to return camp to original condition (cleaning/sweeping kitchen, main cabin/mess hall, fishing pavilion, bathrooms, cabins, art cabin, archery range, main field, etc.)
  - Contribute to before and/or aftercare as requested
  - Attend select "extra" events such as open houses, Strawberry Festival, etc. as requested
  - Be willing to take time to be certified/trained in areas of expertise: canoe, archery, etc.
- \*\* Additional duties may be added as required by the Camp Director

**Specific Job Expectations:**

**1. Assistant Day Camp Director**

- a. Assist in the design and implementation of the camp program that meets the needs and interests of the camp population and ensure the delivery in a safe and quality manner.
- b. Remain current with information on the development of youth, crisis & risk management
- c. Assist in human resource management practices in recruitment & retention of seasonal staff, supervision and evaluation of seasonal staff.
- d. Maintain a high level of communication and develop an excellent rapport with the camp director, supervisors, specialists, head counselors, volunteers, CITs etc.
- e. Participate in pre and post camp setup & clean up.
- f. Contribute to the planning & implementation of all daily, special activities, inclusive programs, emergency procedures, and other duties assigned.
- g. Additional duties deemed necessary by the Camp Director, Supervisors, etc.

**2. Nurse**

- a. Manages the camp health & safety camp program including health protocols and standing orders approved by designated physicians, CT OEC, ACA etc.
- b. Provides medical treatment & intervention to campers and staff when necessary (illness, condition or emergency care) and makes appropriate referrals and provides follow up care as warranted.
- c. Administers immediate first aid to injured parties, performs nursing assessments, implements nursing intervention as guided by nursing judgment and medication to campers.
- d. Complies with all required documentation (caution sheets, special diets, etc.) and ensures that this information is communicated with the appropriate camp staff.
- e. Keeps records regarding administration of medications, prescribed treatments, and other health medical needs. Follow CT OEC and ACA standards in maintaining such records.
- f. Acts as health educator for campers, staff & parents/families.
- g. Oversee the preseason setup and the postseason closing of camp, which includes performing an opening/closing inventory of supplies & equipment and ordering supplies/equipment as needed and approved.
- h. Assess and assist with the health and hygiene needs of campers making rounds throughout the camp checking on campers, staff, and safety in general. Report facility and grounds health risk factors accordingly.
- i. Complete and follow-up on any health & safety related incidents reports.
- j. Additional duties deemed necessary by the Camp Director, Supervisors, etc.

**3. Specialist Supervisor or Assistant**

- a. Supervision includes daily check-ins, informal positive & constructive feedback, support during difficult or emergency situations, and providing input and direction about creating & executing lesson plans.
- b. develop supervise all activities within the specialist program providing on-going informal and periodic formal feedback to the appropriate personnel in each area at camp.
- c. Ensure that all camp program activities are planned and implemented in socially engaging ways.
- d. Adhere to the appropriate standards to maintain accreditation including quality of program instruction, care & maintained of supplies/equipment, and safety standards.

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- e. Additional duties deemed necessary by the Camp Director, Supervisors, etc.

**4. Programing Activities Supervisor or Assistant**

- a. develop a weekly schedule with innovative games, set up equipment on the various locations for the activities to begin on time
- b. modifies games and activities to be age-appropriate and works alongside the Camp Inclusion Supervisor(s) to integrate Inclusion campers with a purpose of truly incorporating them within the game play
- c. organizes and labels the equipment in the storage space to be easily accessible for each group to collect what they need for activities throughout the day
- d. creates games which should include: traditional and non-traditional variations of sports, ice breaker games, circle games, large and small group games, clapping games, team building activities, etc.
- e. designs and leads Rainbow Races: Friday's culminating "Field Day" that may include scavenger hunts, obstacle courses, relay races, talent show, trivia & sportsmanship awards
- f. Additional duties deemed necessary by the Camp Director, Supervisors, etc.

**5. Inclusion Supervisor or Assistant**

- a. review camper profiles prior to each session and set forth an action plan in how to appropriately integrate the Inclusion campers within their assigned groups
- b. prepares any tools/supplies to help individual campers have a successful day and experience (fidgets, schedules, first/then cards, security toys, etc.)
- c. must be calm and demonstrate patience when de-escalating situations that may arise with campers who may be displaying behavioral challenges
- d. provide proper examples of appropriate social interactions, offer emotional support, and a friendly attitude
- e. works closely and helps support the 1:1 aides who have been provided by outside sources to work directly with particular Inclusion campers
- f. empowers campers with strategies on how to "join in" that enhance their strengths
- g. works closely with the other **Camp Supervisors** to modify games/activities that will help incorporate those campers in the Inclusion Program
- h. recognizes distractions and disruptions that may interfere with a camper(s) ability to succeed at a task, social situation, skill based activity, or game
- i. offers breaks for campers who appear to need occasional down time. These breaks should be organized, and appropriate for the camper (walks/hikes, quiet reading time under a tree, sensory play, crafts, cool down with water, etc.)
- j. intervenes if any inappropriate conversations amongst campers relating to ability and/or disability, and offers guidance to address any concerns
- k. use suitable language that can help the camp community (both staff and campers) learn how to safely have a conversation about campers that have behavior disorders, disabilities, physical restrictions, etc.
- l. checks in with aides/paras at end of day regarding concerns and prepare action plans for successful camp experiences for those campers.
- m. Additional duties deemed necessary by the Camp Director, Supervisors, etc.

**6. Wellness Supervisor or Assistant**

- a. is the motivator that always has energy and supports the staff and volunteers to set them up for success to work with all campers
- b. is an advocate to help ensure that the campers & staff physical and mental needs are met and fulfilled. Including the supervision of First Aid needs at camp
- c. contributes & manages all aspects of camp programming to promote a healthy lifestyle, and is responsible to support staff by creating a safe space for staff to process their thoughts & feelings

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- d. facilitates the training and the development of leadership skills for all staff ensuring that camp is a safe place where everyone is comfortable to be themselves
- e. kicks off activities and games by participating and motivating campers & staff which in turn boosts self-confidence and morale
- f. will envision & coordinate staff training workshops related to the wellness of camp
- g. works with Camp Director to coordinate breaks for staff
- h. manages schedule changes with staff – leaving early, appointments, emergencies, etc.
- i. Additional duties deemed necessary by the Camp Director, Supervisors, etc.

**Physical Aspects of the Job:**

- Physical ability to respond appropriately to situations requiring first aid or emergencies. Must be able to assist campers in an emergency (emergency, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers
- Some general physical requirements include prolonged standing, some bending, stooping, walking/hiking long distances, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to roughly 50 lbs., with daily exposure to the sun, heat, bugs, bees, insects, etc.

**Qualifications of the Job:**

- Expected to have a bachelor's degree or working towards a degree in Education, Kinesiology, Recreation, Social Work, Child Development, Therapy, or related field
- Must have 1-2 years of experience working within a school setting and/or at an outdoor recreation camp. Coaching experience a plus
- Ability to clearly communicate with camper parents when necessary
- Have an understanding of multiple child developmental disorders, and/or disabilities including but not limited to Autism Spectrum Disorder, ADHD, ADD, Dyslexia, Sensory Processing Disorder, and Downs Syndrome
- Must be able to submit any required identification & medical records for employment including a background check and/or fingerprints. Examples: DL, SS#, proof of citizenship, current TB or other medical results required for employment within the State of CT
- Certifications a plus: CPR/AED/First Aid, Lifeguarding, WSI, Archery, Canoeing, Challenge Course, fishing license or other state required camp related certifications. Camp Argo will compensate and help coordinate any necessary updated certification requirements.
- (If applicable) Licensed as LVN or RN or related, PALS, CPR, ACLS, pediatric experience preferred, previous experience as camp or school nurse, familiarity with medications, previous occupational health & safety experience a plus,
- Additional duties deemed necessary by the Camp Director and other Supervisors

**Performance Evaluation:**

Job performance will be evaluated throughout the season, both formally and informally, by their immediate supervisor and other administrators including the Camp Director. Evaluations are based on the job description, mutually agreed goals, and performance standards.

I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or HR. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions that I may have about this job description prior to signing this form.

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Applicants Signature\_\_\_\_\_Date\_\_\_\_\_

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