



CABIN COORDINATOR "CC"

Description:	The CC will be responsible for understanding weekly plan, set up, restock and clean up of daily tasks and activities.
Position:	Seasonal, part-time, day camp position.
Mandatory Dates:	Includes seven weeks total, which include one week of training/open house & six weeks of camp. Specific dates are noted on job posting.
Days and Hours:	Days are Monday-Thursday. Times vary, see job posting for hours
Location:	Camp Aldersgate
Weekly Camp Size:	1 Director 1 Therapist (Floating) Action Camp (Elementary School Ages) 3 Lead Camp Counselors 6 Assistant Camp Counselors 1 Cabin Coordinator 3+ Volunteers 10 Campers per pack (7 campers with Autism & up to 3 typically developing peers) Adventure Camp (Middle School Ages) 1 Lead Camp Counselor 4 Assistant Camp Counselors 1 Cabin Coordinator 2 to 4 Volunteers 12 Campers
Salary:	Based on \$12.50 per hour
Reports to:	A-Camp Director

- Qualifications:**
- Be at least 19 years of age or have previous A-Camp experience
 - Have a love and understanding of children with autism.
 - Have a positive, fun, and creative affect and appreciate A-Camp's mission.
 - Possess good organization skills.
 - Flexible with the ability to think quickly on your feet.
 - Able to relate to children and work cooperatively with other staff members.
 - Able to communicate effectively with campers, families and staff.
 - Able to be led, help organize those around you, and anticipate needs.
 - Required to attend training seminars held by A-Camp Board.
 - Successfully complete reference-screening process.
 - Successfully complete a criminal background check.
 - Carefully study handbook to be familiar with policies and procedures.
- Job Requirements:**
- Responsible for understanding weekly plan, set up, restock and clean up of daily tasks and activities.
- Be able to follow specific instructions from staff members.
- Assist staff members when needed.
- Maintain an inventory of supplies and let Director know when supplies are needed.
- Direct and give clear instruction to volunteers who will assist CC with daily tasks in each camp area.
- Responsibilities:**
- Set up- Set up cabins for daily/weekly activities, adjust cabin set up between group transition as needed for each pack's needs, coordinate with therapist and LCC to decide on adjustments to cabin needs
- Nurture & support campers - Assist in promoting a positive and healthy environment for campers. Be responsible for assisting with sensory, behavioral, social communication and personal care needs as they arise.
- Ensure safety - Assist counselors and other staff and volunteers in knowing location of campers at all times. Assist in ensuring the proper safety parameters are in place throughout camp activities (allergies, choking risks, sharp object removal if items break or become damaged).
- Support participation - Provide adequate and appropriate supervision of campers throughout activities. Make sure that campers are participating and/or challenged to engage in all activities with a positive attitude.
- Effectively Communicate - Develop a good working relationship with the program staff. Be responsible for effectively communicating needs or concerns to Director and Lead Camp Counselors.