



SUBSTITUTE CAMP COUNSELOR/CABIN COORDINATOR

- Description:** The Sub will take the place of an Assistant Camp Counselor or Cabin Coordinator for the time that they are absent.
- Position:** Seasonal, part-time, day camp position.
- Mandatory Dates:** Attend Sub/Volunteer training. Camp dates vary depending on need.
- Days and Hours:** Days are Monday-Thursday. Times vary, see job posting for hours
- Location:** Camp Aldersgate
- Pack Size:**
- 1 Director
 - 1 Therapist (floating)
 - Action Camp (Elementary School Ages)**
 - 1 Lead Camp Counselor
 - 2 Assistant Camp Counselors
 - 1 Cabin Coordinator (floating)
 - 3 Volunteers
 - 10 Campers - 7 campers with autism & 3 buddies (typically developing peers)
 - Adventure Camp (Middle School Ages)**
 - 1 Lead Camp Counselor
 - 2 Assistant Camp Counselors
 - 1 Cabin Coordinator (floating)
 - 3 Volunteers
 - 6 Campers
- Salary:** \$12.50 to \$15 hour based upon position
- Reports to:** Lead Camp Counselor or Director
- Qualifications:**
- Be at least 17 years of age or have previous A-Camp experience
 - High School Diploma or have previous A-Camp experience
 - Have small classroom experience in an early childhood environment.
 - Have a love and understanding of children with autism.
 - Have a positive, fun, and creative affect and appreciate A-Camp's mission.

- 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 seminar 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:

Must be physically able to perform all of A-Camp's activities.

Physical activity of this position includes:

Walking, hiking, & swimming

Standing & sitting on and off the floor

Lifting, moving, physically redirecting children 5-15 years of age

Tolerate conditions associated with outdoors & summer, various temperature ranges and local insects and pests.

Responsibilities:

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 Lead Camp Counselor.

Set up (Cabin Coordinator ONLY)- 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