

Job Title: Summer Camp Assistant Supervisor

Position Type: Full Time/Seasonal Exempt

20 - 40 Hours Per Week, Some Weekend, Night and Holiday Work Required

Approximate start date - end of May; Approximate end date - end of August.

Pay Rate: \$10 - \$20/hour

Location: National Ability Center Ranch, Park City, Utah

Supervisor: Camps & Custom Groups Supervisor

Summary

The Summer Camp Assistant Supervisor supervises and leads staff and programming while providing and maintaining a safe, caring and fun environment for campers with varying cognitive and physical abilities during day and overnight camps. A primary function of this and every other job at the National Ability Center is to ensure that each member, guest and visitor of National Ability Center receives the highest caliber of service.

Major Tasks and Responsibilities

- Implement and supervise safety/risk management protocols in a caring and fun environment for participants, volunteers and staff
- Assist in training and supervision of camp staff, interns and volunteers
- Act as supervisor in supervisor's absence
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community
- Commit to continuing education in your field utilizing internal and external resources to ensure our programs sustain continual responsiveness and improvement while using industry best practices
- Attend required staff meetings and trainings
- Maintain program inventory, including notes about condition. Maintain pre and post season to do list
- Assist with volunteer and peer scheduling and supervision
- Oversee and fulfill counselor duties
- Organize and plan the sensory garden and other projects as needed
- Communicate with families on a daily basis, including meet and greet, calls, follow up and more
- Prepare documentation such as the ability grid and schedule
- Abide by all policies and procedures in the employee handbook and relevant program specific manuals
- Communicate all concerns and needs to the program supervisor in a timely manner

Required Knowledge and Qualifications

- Knowledge and understanding of people with intellectual and physical disabilities
- Ability to work effectively with children and adults
- Ability to multi-task in a hectic environment
- Demonstrates responsibility, dependability, and maturity
- Strong interpersonal and communication skills
- Experience teaching adaptive recreation to a wide variety of individuals preferred
- Required to attend all training and be available to work for the duration of the camp season. Any time off must be preapproved by the manager prior to hiring
- Willing and able to tolerate extended periods in the elements, including sun, snow, and water
- Able to lift adaptive equipment up to 50 lbs
- Valid Driver's License; must verify own auto insurance and ability to drive accessible bus
- Commitment to a positive, fun and team-oriented working environment
- Current First Aid and CPR or higher certification
- Current Food Handlers Permit for the State of Utah

Benefits

- Access to industry pro deals, community fitness center discounts, scholarship funds for continuing education and certification and other benefits for part-time/seasonal staff as outlined in the employee manual

