

YESS Summer Camp

Job Description

Position: Lead Staff

Reports to: Special Projects Coordinator

Position Overview: Creative planning and supervision of activities appropriate to children with developmental disabilities while maintaining safety and encouraging socialization and fun. Supervising and serving as point of contact to recreation staff in group.

Knowledge and Skills:

1. Must have a minimum of 1 year experience with YESS Program.
2. Effective communication skills both verbal and nonverbal.
3. Professional attitude, respect and responsibility are key.
4. Emergency First Aid Certificate.
5. Innovation, enthusiasm and personal initiative a must
6. Must demonstrate leadership qualities.

Responsibilities:

1. Plan, lead and implement a variety of safe, fun activities and special events.
2. Responsible for the safety and supervision of campers and volunteers.
3. Commit to 10 weeks at 40+ hours per week
4. Complete a summer end evaluation and make any program suggestions or recommendations.
5. Ensure cleanliness of all sites, storage and transport vehicles.
6. Inform campers of rules and ensure these rules are adhered to.
7. Follow the camp's policies and procedures
8. Lead staff in group meetings and ensure activities and supplies are prepared ahead of time
9. Attend additional meetings for lead staff
10. Ensures information is being communicated to staff, admin, students and families daily
11. Primary contact for parents
12. Ensures all paperwork is complete, accurate and turned in on time
13. Ensures procedures for medications, incident reports, emergency responses and discipline issues are followed
14. Helps with training and support of staff and volunteers; provides input on each to special projects and volunteer coordinators as appropriate
15. Perform other duties, as required.