



**KISHWAUKEE SPECIAL RECREATION ASSOCIATION
CAMP MAPLE LEAF
ASSISTANT DIRECTOR POSITION DESCRIPTION**



JOB IDENTIFICATION:

JOB TITLE:

Camp Maple Leaf Assistant Director

DEPARTMENT:

Special Recreation

HOURLY:

This position receives an hourly rate of pay and is assigned to work less than 1,000 hours from the employees start date to the employee's anniversary date and less than 25 hours per week.

SALARY/SALARY RANGE:

NA

FLSA:

Non Exempt

BENEFITS:

NA

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

KSRA Executive Director & Camp Maple Leaf Director

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Group Leaders, Assistant Group Leaders, Counselors and Volunteers

JOB PURPOSE:

To assist with planning, implement and evaluate a seven week KSRA – Camp Maple Leaf, day camp site for children and young adults with and without disabilities.

POSITION QUALIFICATIONS:

1. Minimum of three years of experience planning and conducting day camp or recreation programs for individuals with disabilities.
2. Must demonstrate knowledge of disabilities and have a proven experience with children and young adults with various disabilities in therapeutic recreation, community recreation or related fields.
3. Must demonstrate knowledge of disabling conditions, and experience in planning and delivering a wide range of recreation activities.



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4. Must demonstrate enthusiasm, strong interpersonal skills, communication skills and ability to work effectively with people with disabilities, KSRA staff, KSRA member agency staff, parents/guardians, participants, school district personnel, community agencies, as well as members of the general public.
5. Experience leading and supervising volunteers and part-time staff.
6. Must have good organizational skills and demonstrate the ability to work independent and solve simple to complex problems.
7. Must demonstrate dependability, promptness and punctuality.
8. Be a team leader, promoting group cohesiveness.
9. Be safety conscious.
10. Must be able to plan, implement, and evaluate a wide range of recreation activities for individuals with and without disabilities.
11. Certification or acquiring certification within one year of hire, by the Crisis Prevention Institute and First Aid/CPR are required.
12. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.
13. Successful completion of a criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist with the specific camp orientation for all staff, review camper's annual information forms with all staff (disability, allergies, medications, seizures, and behaviors).
2. Assist with the supervision of the day-to-day operation of Camp Maple Leaf.
3. Arrive at program site 30 minutes before scheduled activity and be prepared to stay after program for clean-up and parent pick-up.
4. Must be able to assist camper groups when help is needed.
5. Assist with maintaining daily attendance records for campers, staff and volunteers.
6. Assist with making certain all camper groups are staffed adequately on a daily basis.
7. Assist with making certain camp facilities and equipment are safe and free from hazards (daily checklist is completed).



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8. Must provide for the safety of all campers, staff and volunteers.
9. Assist with signing off on any daily report (completed by the Group Leader or Counselor).
10. Cooperates and assists in the investigation of accidents.
11. Must complete and return accident reports to the Camp Director or KSRA Executive Director within 24 hours.
12. Immediately report all accidents and unsafe conditions to KSRA Executive Director.
13. Must keep all campers' medication in a secure place. And assist with the necessary paperwork associated with this responsibility.
14. Must assist with the delivery of all medication to the campers at the designated time.
15. Responsible for assisting daily planning, coordination, and general supervision of staff.
16. Must assist and supervise staff, campers and volunteers in the pool on all swim days.
17. Must assist and supervise staff, campers and volunteers when walking to the bowling alley or walks away from camp location.
18. Assist with facilitating team activity-planning meetings each week with Group Leaders. Offer ideas and assist the Group Leaders in preparing activity plans when help is needed.
19. Expected to manage all staff disciplinary problems in a private manner and report all serious incidents to KSRA Executive Director according to the KSRA Employee-Conduct Warning and Dismissal policy.
20. Assist with the motivation of staff and remain enthusiastic throughout the 7 weeks of Camp Maple Leaf.
21. Assist with planning field trips and enforcing the KSRA – Camp Maple Leaf Trip Policy.
22. Responsible for making sure all staff leave the camp site clean and organized at the end of each day.
23. Maintain a safe and secure camp environment and experience for campers, staff and volunteers.
24. Assist with all camp staff evaluations and camper assessments at the end of 7 weeks.



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25. Select, recommend, and inventory supplies and equipment that are associated with Camp Maple Leaf.
26. Assist with gathering, purchasing and organizing equipment for Camp Maple Leaf.
27. Assist with providing direct supervision for all camp staff assigned to Camp Maple Leaf.
28. Attend all assigned meetings for KSRA- Camp Maple Leaf as requested by KSRA Executive Director.
29. Provide physical and emotional support to both children and young adults with limitations when working and participating in activities requiring assistance.
30. Must be able to work efficiently and effectively under pressure; such as deadlines and emergencies.
31. Become thoroughly familiar with the Safety Manual contents.
32. Maintains a working knowledge of all general and departmental-specific safety rules.
33. Enforces safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
34. Attends all required safety program and in-service education meetings assigned by KSRA Executive Director.
35. Effective use of cell phones, computers software, and the internet for the performance of job assignment.
36. Treats public complaints and concerns with the utmost attention. Is courteous in all cases. Reports all issues to KSRA Executive Director.
37. Perform other duties related to the Camp Maple Leaf Assistant Director when necessary, or duties in the best interest of KSRA when requested by KSRA Executive Director.

COMPETENCIES:

COLLABORATION:

Promotes and supports work teams and groups.

RELIABILITY:

Performs responsibilities dependably and accurately. Fulfills promised actions.

RESPONSIVENESS:

Focuses on the customer, willingly helps others and provides prompt service.



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ASSURANCE:

Conveys trust and inspires confidence.

EMPATHY:

Deals with individuals, appreciates their differences, handles emotions and shows compassion for others.

SELF CONFIDENCE:

Recognizes the contributions of others and is conscious of own ability

INITIATIVE:

Begins and follows through energetically with plans and tasks.

COMMUNICATION:

Shares information, listens to what others are saying.

ADAPTABILITY:

Makes decisions and solves complex problems.

PHYSICAL DEMANDS:

PHYSICAL EFFORT:

Camp Maple Leaf Assistant Director must, with or without reasonable accommodations, be able to perform the following functions:

1. Gather, load, transport and set-up equipment and supplies for activities.
2. Supervise individuals, including at times the use of physical restraints.
3. Physically assist individuals in wheelchairs by pushing, pulling or providing stabilization on unknown terrain.
4. Physically transfer individuals from wheelchair to chair, into and out of vehicles, from pool deck into pool, in washroom facilities, etc.
5. Active participation in programs.

WORKING CONDITIONS:

The employee may be exposed to outdoor elements. Most activities for Camp Maple Leaf are performed outdoors. These conditions include lightning and temperature.