



**KISHWAUKEE SPECIAL RECREATION ASSOCIATION
CAMP MAPLE LEAF
ASSISTANT GROUP LEADER POSITION DESCRIPTION**



JOB IDENTIFICATION:

JOB TITLE:

Assistant Group Leader

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:

Group Leader, CML Assistant Director & CML Director

RESPONSIBLE FOR DIRECTLY SUPERVISING:

Group Assistants, Counselors, Volunteers and Campers

JOB PURPOSE:

To lead a group of campers, Group Assistants, Counselors and Volunteers for seven weeks of Camp Maple Leaf in planning and implanting appropriate camp activities. Camp Maple Leaf is a day camp for children and young adults with and without disabilities.

POSITION QUALIFICATIONS:

1. Must be at least 18 years old and have knowledge of Therapeutic Recreation, Recreation, Education or a related field of study.
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.



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3. 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.
4. Must have good organizational skills and demonstrate the ability to work independent and solve simple to moderately complex problems.
5. Must demonstrate dependability, promptness and punctuality.
6. Be a team leader, promoting group cohesiveness.
7. Be safety conscious.
8. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.
9. Successful completion of a criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Attend orientation prior to the start of camp.
2. Arrive at campsite 30 minutes prior to camp starting and remain until camp is secure as determined by Camp Director.
3. Keep all personal camp and camper information confidential.
4. Responsible for the safety of the campers at all times.
5. Assist with the daily sign in and out sheet by person dropping off and picking up camper.
6. Assist with reporting daily attendance of campers, staff and volunteers assigned to your group to the Camp Director.
7. Assume the duties of Group Leader when Group Leader is unavailable.
8. Assist Counselors with implementing behavior plans or sensory breaks set up for campers.
9. In the absence of the Group Leader, always keep Camp Director and Assistant Director aware of where your group will be.



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10. Assist with weekly lesson plan that corresponds with weekly camp themes.
11. Assist with rainy day back up plan schedule for those unforeseen rain days.
12. Assist with organizing and preparing materials for activities in advance of activities.
13. During an emergency, maintain safety for your group
14. Assist with group participating in all camp activities assigned by Camp Director or Assistant Director.
15. During daily swimming, must have suit on and actively participating in the water with campers.
16. Attend all staff meetings scheduled or emergency.
17. Cooperates and assists in the investigation of accidents.
18. Immediately report all accidents and unsafe conditions to Camp Director.
19. Assist with supervision and support for campers in locker rooms and bathrooms.
20. Responsible for assisting daily planning, coordination, and general supervision of campers and volunteers.
21. Must assist and supervise campers when walking to the bowling alley or other prearranged walks away from camp location.
22. Expected to manage all staff disciplinary problems in a private manner and report all incidents to Camp Director according to the KSRA Employee-Conduct Warning and Dismissal policy.
23. Assist with the motivation of staff and remain enthusiastic throughout the 7 weeks of Camp Maple Leaf.
24. Assist group with safely participating in field trips and enforce the KSRA – Camp Maple Leaf Trip Policy.
25. Responsible for proper use of all equipment and returning it to its proper storage space.
26. Responsible for the upkeep of all supplies/equipment and facilities utilized for camp.
27. Maintain a safe and secure camp environment and experience for campers, staff and volunteers.
28. Complete final camp evaluations and recommendations.
29. Strive to make Camp Maple Leaf a rewarding experience for the campers as well as yourself.



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30. Assist with providing direct supervision for campers and volunteers assigned to group.
31. Provide physical and emotional support to both children and young adults with limitations when working and participating in activities requiring assistance.
32. Must be able to work efficiently and effectively under pressure; such as deadlines and emergencies.
33. Maintains a working knowledge of all general and departmental-specific safety rules.
34. Treats public complaints and concerns with the utmost attention. Is courteous in all cases. Reports all issues to Camp Director.
35. Perform other duties related to the Camp Maple Leaf Assistant Group Leader when necessary, or duties in the best interest of KSRA when requested by the Camp Director or Assistant 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.

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.



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ADAPTABILITY:

Makes decisions and solves complex problems.

PHYSICAL DEMANDS:

PHYSICAL EFFORT:

Camp Maple Leaf Assistant Group Leaders 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.