



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



JOB IDENTIFICATION:

JOB TITLE:

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 a week.

SALARY/SALARY RANGE:

NA

FLSA:

Non Exempt

BENEFITS:

NA

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Camp Maple Leaf Assistant Director & Camp Maple Leaf 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. Someone with coursework in 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.
3. Must have knowledge of recreation activity planning and program adaptations for participation by individuals with a wide range of disabilities.



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



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. Must have good organizational skills and demonstrate the ability to work independent and solve simple to moderately complex problems.
6. Must demonstrate dependability, promptness and punctuality.
7. Be a team leader, promoting group cohesiveness.
8. Be safety conscious.
9. Must be able to plan, implement, and evaluate a wide range of recreation activities for individuals with and without disabilities.
10. Ability to engage in activities requiring physical exertion. Ability to perform required duties under stressful situations without supervision.
11. 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. Responsible for a daily sign in and out sheet by person dropping off and picking up camper.
6. Report daily attendance of campers, staff and volunteers assigned to your group to the Camp Director.
7. Report to Camp Director any needs or supports a camper may need to be successful at camp.
8. Assist Counselors with implementing behavior plans or sensory breaks that are set up for campers.
9. Always keep Camp Director and Assistant Director aware of where your group will be.



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



10. Responsible for weekly lesson plan that corresponds with weekly camp themes.
11. Responsible for a rainy day back up plan schedule for those unforeseen rain days.
12. Organize and prepare materials for activities in advance of activities.
13. Communicate with team about activities and plans.
14. During an emergency, maintain safety for your group.
15. Responsible for group participating in all camp activities assigned by Camp Director or Assistant Director.
16. During daily swimming, must have suit on and actively participating in water with campers.
17. Attend all staff meetings scheduled or emergency.
18. Cooperates and assists in the investigation of accidents.
19. Immediately report all accidents and unsafe conditions to Camp Director.
20. Must assist with the delivery of all medication to the campers at the designated time.
21. Must supervise and assist campers in locker rooms and bathrooms.
22. Responsible for assisting daily planning, coordination, and general supervision of staff.
23. Must assist and supervise staff, campers and volunteers when walking to the bowling alley or other prearranged walks away from camp location.
24. 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.
25. Assist with the motivation of staff and remain enthusiastic throughout the 7 weeks of Camp Maple Leaf.
26. Assist group with safely participating in field trips and enforce the KSRA – Camp Maple Leaf Trip Policy.
27. Responsible for proper use of all equipment and returning it to its proper storage space.
28. Responsible for the upkeep of all supplies/equipment and facilities utilized for camp.



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



29. Maintain a safe and secure camp environment and experience for campers, staff and volunteers.
30. Complete final camp evaluations and recommendations.
31. Strive to make Camp Maple Leaf a rewarding experience for the campers as well as yourself.
32. Assist with providing direct supervision for Campers, Counselors and Volunteers assigned to group.
33. Provide physical and emotional support to both children and young adults with limitations when working and participating in activities requiring assistance.
34. Must be able to work efficiently and effectively under pressure, such as deadlines and emergencies.
35. Maintains a working knowledge of all general and departmental-specific safety rules.
36. Treats public complaints and concerns with the utmost attention. Is courteous in all cases. Reports all issues to Camp Director.
37. Perform other duties related to the Camp Maple Leaf 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 trusts 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.



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



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 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.