

Job Title: Day Camp Director
Status: Seasonal/Non-exempt
Reports to: Director of Nursing
Department: Yay! Camp
Hourly Rate: \$22.00 – \$23.00

General Purpose:

For almost 100 years, Easterseals Colorado, a non-profit organization, has served as an indispensable resource for individuals with disabilities, caregivers, and their families. Easterseals Colorado is currently seeking seasonal, summer Camp Director to lead the camp program for participants with disabilities. The Yay! Day Camp Director plans, leads, and implements the camp program for children of ages 6-18 with disabilities. Provides high-quality education and recreational opportunities and enjoyable experiences for camp participants. Supervisors' campers and ensures their safety, development, growth, skill achievement, and general well-being. This work will be performed onsite at an elementary school in Highlands Ranch, Monday – Thursday, 8:30AM – 4:00PM. The day camp starts June 10 and goes through July 18.

Essential Duties and Responsibilities:

- Helps promote all camp activities and provides active participation from the camp staff to accentuate the camping experience for all participants.
- Builds a strong team through open communication and by collaborating on decision-making.
- Supervises the process of camper applications, admissions, denials, evaluations of the campers, and camper's evaluations related to the camping program, and follow-up with campers, parents, and caregivers.
- Supervises and develops staff.
- The Yay! Camp Director is responsible for developing, coordinating, and implementing a quality camp program for the summer camp season. Maintains an on-going evaluation process of the camp program. Makes recommendations for improvements.
- Manages the organization and coordination of all pre-camp training information and implements quality in-service staff training at the beginning of the summer camp session.
- Supervises the processes of developing quality services for the participants, and recruitment of campers, staff, and volunteers.
- Accounts for all program receipts in a timely manner.

These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities, or qualification associated with the job.

Qualifications:

- The program director must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting or 4-H; and the program director must have completed at least one of the following qualifications: Providing documentation of verifiable education or training will be required.
- 2+ years of experience working with persons with disabilities.

- 2+ years of supervisory experience required with demonstrated leadership skills.
- Certification in CPR/1st Aid and Medication Management or ability to obtain certification before starting employment.
- Must be able to pass all State and Federal background checks.

Documentation

- Documents all program data, including but not limited to individual plan data, behavior plan data, community integration logs, and assessments.
- The program director ensures that all documentation is completed accurately and in a timely manner.
- Completes communication logbooks during shift, Mon-Thurs

Benefits Offered:

This seasonal position would not qualify for healthcare benefits; however, would qualify for coverage under workman's compensation insurance.

Physical Requirements of This Position:

Medium work. Exerting up to 50 pounds of force on a consistent basis, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Standing, bending, and twisting on a consistent basis.