

## Position Description

**Position Title:** **Camp Inclusion/Support Specialist**

**Reports To:** Camp Director

**Status:** Seasonal, Non-Exempt

**Salary:** \$250-\$325 per week

### **Position Summary**

The Camp Inclusion/Support Specialist will work with campers and units that need extra support throughout the week, including campers who have needs that warrant extra attention or care. They will also assist in training and advising staff on building programs with more intentional inclusion through program differentiation and adaptations. They will work closely with unit staff, program specialists, and the Camp Director to always ensure the supervision and safety of campers.

### **Major Responsibilities**

- Trains and advises unit staff on best practices for supporting campers who need extra attention or care throughout the week.
- Develops and implements a variety of activities in accordance with the objectives and standards of Girl Scout program goals. Ensures that the interests and abilities of all campers are considered in relation to progressions of activities.
- Consults with parents or guardians of campers identified as needing additional support in order to get a full understanding of the camper's needs and best ways to problem solve and communicate with their camper.
- Works in units to shadow, observe, mentor, coach, and/or step in to support campers in need. Available and accessible to staff for questions and concerns throughout the day.
- Informs the Camp Director of any camper issues and alerts them to issues that require a higher level of intervention.
- Attends weekly Unit Leader meetings and provides suggestions for adapting activities and events for children who may need extra support.
- Participates in general camp activities.
- Assists in program areas, such as waterfront, STEM, or arts and crafts, as needed.
- Maintains camper records and prepares reports as requested.
- Serves as a positive role model for campers and staff, displaying a positive and cooperative attitude. Acts as a team player on the summer staff team.
- Other duties as assigned by the Camp Director.

## **Requirements**

- Must be at least 20 years of age.
- Must hold a degree in Special Education, Social Work, Child Development, or a related field OR be a rising Junior or Senior actively working towards a degree in the fields listed above.
- Must have demonstrated training and education in serving children with a variety of support needs, including but not limited to behavioral issues, trauma and other mental health concerns, and physical or intellectual disabilities.
- Must have 2+ years of experience working with children who have special needs or behavioral issues.
- Must hold a current First Aid/CPR certification, per ACA guidelines.
- Actively supports and promotes the camp's commitment to diversity and inclusion.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Believes in the purpose and value of Girl Scouting.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Has the ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

## **Physical Requirements**

*Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.*

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

## **Disclaimer Statement**

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

**I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.**

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_