



Ascendigo Autism Services, Inc.

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Job Description for: Summer Camp Business Intern	Updated as of: 12/05/2018
Reports to: Adventures Program Administrator	Section: Ascendigo Adventures
Classification: Summer- Full Time Seasonal	Term: June 7 to August 9

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with an Autism Spectrum Disorder through outdoor and sports education, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork valley of Colorado, and provide programming from Aspen to Rifle.

Clinical basis: Ascendigo, welcomes people ages 7 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our coaches and sports specialists use positive reinforcement across our behavioural services, educational, and sports programming based on the Early Start Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the autism expert Diane Osaki and her group, as well as our in-house Board Certified Behavioral Analyst.

Adventure Camps: Participants of any athletic ability can succeed. We pride ourselves in ensuring progress in our sports while having lots of fun. Current sports and outdoor programming include summer, fall and winter camps as well as individualized services. Camp activities include hiking, climbing, river rafting, lake & boating sports, biking (mountain & road), horseback riding - as well as winter skiing and snowboarding at Aspen Snowmass.

General Staff Requirements: All of our staff help to ensure that our programs and services contribute to our mission, reflect the organization's priorities, and meet the expectations and needs of the families we serve, our donors and the Board of Directors. Each staff member should act in a professional manner, exhibit behavior to the general public and our families, which reflects positively on our organization, and be respectful of our participants, their families, and other staff. A sense of responsibility, and concern for confidentiality are expected. We value and like working with people on the autism spectrum and are rewarded by their success in our programs – we are looking for staff that feel the same.

Hiring and continued employment is contingent upon the following:

- Compliance with all Ascendigo licensing requirements relevant to your position.
- Compliance with good practices standards of care for special needs children and adults.
- Compliance with Ascendigo written professional standards and Ascendigo policies and procedures, including a no alcohol/no drug policy while on duty or at any time when present at an Ascendigo managed facility or activity.
- Three positive character references, clean criminal background checks, clearance to work at Ascendigo by your healthcare professional, and agreement to abide by the Ascendigo Employee

Handbook.

- Completion of any required online learning modules prior to arrival.
- Successful completion of the Ascendigo hosted prerequisite trainings required for the program in which you will be hired. Depending on the program, this will include some combination of CPR/First Aid, sports proficiency training, autism training, and local terrain orientation.
- Adequately carrying out the job responsibilities outlined herein.

Confidentiality: In the course of performing and fulfilling your duties, you may have access to and/or be entrusted with confidential information concerning Ascendigo, its donors, or its participants and their families. You agree that you will not disclose any such confidential information to any outside party, except as required in the normal course of your engagement. You will take all reasonable precautions necessary to secure Ascendigo's materials, electronic, intellectual and otherwise, and to protect the privacy of employees, volunteers, campers and their families, and donors.

Program Staff Requirements: Program staff, which includes all staff with direct client contact, will work under the direction of Ascendigo management as well as both our in-house and consulting behavioral health professionals. We expect our staff to create and maintain a positive learning environment and to prioritize the health, safety and comfort of our participants - use good judgment and ask for help when needed. Program staff will be asked to attend several staff meetings each week and to be available to Ascendigo management for ongoing discussions and feedback. We ask the program staff to maintain open lines of communication with parents and families. In many ways, you are in the guest services business and this means the highest level of guest service and satisfaction is expected.

Job Summary: The Business Intern will support the Camp Program Administrator and Camp Program Manager with registration paperwork, Sunday check-in, Friday check-out and program coordination. This unique program will allow volunteers to get "hands on" experience with people on the autism spectrum, while also helping with day to day logistics of running a summer camp. The Business Intern will be assisting in logistics, administration, etc. Duties include but are not limited to creating intake packets for participants, printing and checking registration paperwork, answering parent questions over the phone and via email, and availability to assist with general summer camp logistics.

Salary range is based on relevant experience, education, years at Ascendigo, relevant certifications, and availability.

Essential Job Functions:

- Make sure intake information is complete and translated properly; create profiles for campers.
- Work with Camp Administrator and Logistics Coordinator to assist in logistics for our programs, including but not limited to coordinating sports equipment, maintenance, meal logistics, and camper registration.
- Adhere to risk management procedures.

General Qualifications:

- Passion for Ascendigo's mission
- Experience in camping logistics preferred
- Enrolled in a Higher Educational program that is related to Business Administration, Nonprofit Administration or related field.
- At least 18 years of age
- Spanish speaking/writing preferred

Knowledge, Skills, Abilities:

- Excellent situational awareness
- Able to make sound safety decisions, with little direction
- Ability and willingness to work as a “team” member
- Organized, detailed oriented and possess excellent interpersonal communication skills
- Enthusiastic, dependable and a sense of humor
- Willing to follow directions and take initiative
- Understanding of the Ascendigo mission as well as a commitment to be a positive role model
- Even-tempered and able to adjust tasks in accordance with changing priorities.

Physical Requirements:

- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of the position could be endurance including climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate all facets of the activity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying environmental conditions.