



**Ascendigo Autism Services, Inc.**

818 Industry Place  
 Carbondale, CO 81623  
 Office: 970-927-3143  
 Fax: 970-315-0609

<b>Job Description for:</b> Summer Camp Intern	<b>As of:</b> 12/05/2018
<b>Reports to:</b> Adventures Program Manager	<b>Section:</b> Ascendigo Adventures
<b>Classification:</b> Summer- Full Time Seasonal	<b>Term:</b> 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 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. 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:** Ascendigo Intern's are our version of first year camp counselors, but with a focus on supporting and advocating for our participants on the Autism Spectrum. Depending on where you are in the scheduling rotation, you could be helping a participant get ready for his/her day, spending afternoons in arts, crafts, bicycling, music and other activities; and/or going out and participating in the core sports during the day shift with your camper. You will be scheduled each week and paired 1-1 with a camper that is a good fit for your personality, coaching style, and skill set. Interns will also rotate staffing weekend camping trips to the Shrine Mountain Huts off of Vail pass for a high country experience. Interns help our participants with daily living and social skills, including appropriate coping skills, dining with our participants and assisting in night time hygiene routines and getting to sleep. Interns will be trained on our core sports, and will be assisting Sports Specialist with the implementation of our core sports programs. Interns also may need to assist with nighttime behaviors, and maybe on-call for overnight duties.

The major difference between an Ascendigo Coach and an Intern, is the requirement for furthering education. Interns will receive special oversight from Adventures Director, Mathew McCabe regarding performance and feedback. Interns will also be required to attend at least four continuing education classes with Ascendigo over the course of the summer. In addition, interns will have Mathew McCabe available to complete educational evaluations and provide feedback necessary for higher education institutions. He is a resource for you during your learning process and you will receive more oversight and feedback vs. Ascendigo Coaches.

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

**Essential Job Functions:**

- Work directly with participants during the season and other specified programs as needed.

- Attend necessary workshops, events and training seminars, and read up on autism, outdoor recreation and sports-related developments, in order to keep current in these fields.
- Make sure families are receiving the communication they need during camp sessions, including the critical end of camp debriefing and documentation on experience and gains at camp, so that families see the value of what Ascendigo does.
- Create and adhere to risk management procedures.

**General Qualifications:**

- Passion for Ascendigo's mission
- Experience in camping logistics preferred
- Valid Colorado or U.S. driver's license with clean driving history
- At least 18 years of age
- Minimum 1 calendar year of documented professional experience in direct care of people with ASD
- CPR/First Aid Certification

**Knowledge, Skills, Abilities:**

- Ability to effectively instruct participants with ASD
- Ability to observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- 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 sports specialist 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.