



**Ascendigo Autism Services, Inc.**  
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<b>Job Description for:</b> Summer Camp Manager - Evening Lead	<b>As of:</b> 12/06/2018
<b>Reports to:</b> Adventures Manager and Director	<b>Section:</b> Ascendigo Adventures
<b>Classification:</b> Summer - Full Time Seasonal	<b>Term:</b> June 7 - August 9

**About Ascendigo:** Ascendigo is a nonprofit organization that enhances the lives of children and adults living with 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 5 and up with Autism Spectrum Disorder, including classic Autism, Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS), Asperger's and related diagnoses. Our skills trainers and sports specialists use positive reinforcement across our behavioural services, educational, and sports programming based on a clinical modality based on the Denver model - a Naturalistic Development Behavioral Intervention. Clinical services, oversight and ongoing staff training are under the auspices renowned 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 and individualized services. We continually seek to expand our offerings. 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.

**Behavioral Intervention Services:** Community integration and behavioral health activities include our Adult Enrichment programs serving the RF valley out of Carbondale, and upcoming programming for school age children.

**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 Camp Manager is responsible for oversight of the Ascendigo Summer Adventures Camp from 4:45pm-10pm, and on call in case of overnight emergencies. This individual will oversee all evening time activities, manage evening staff, and resolve issues that may arise after daytime operating hours. This individual must live on CMC's campus for the duration of Ascendigo Summer Adventures Camp.

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

**Essential Job Functions:**

- Night time Manager of Ascendigo Summer Adventures Camp
- Supervision of interns, coaches, team lead, and camp Nurse
- Assistance with behavioral challenges when needed
- Evening time program and activity scheduling
- Answering phone after daytime operating hours
- On-call in case of emergencies after hours
- Staff point for challenges, shift changes, sick days, and questions after hours
- Helping with and supervising evening bathroom duties
- In the event of challenging behaviors, waking up the campers coaches for assistance
- Making sure all compliance with evening medications is performed with Nurse assistance

**Other Job Duties:**

- Assisting Nurse with Med Admin duties
- General organization/cleanliness of common areas
- Point person for staff during evening hours
- Other challenges of management level issues that arise after daytime operating hours

**Equipment Used:**

- Ascendigo sports equipment
- Vendor sports equipment
- Ascendigo vans/trucks

**Qualifications:**

- Minimum of 21 years of age
- Valid Colorado driver's license and clean driving history
- Previous Manager/Leadership experience
- Certification requirement: CPR for child/adult and basic first aid

**Knowledge, Skills, Abilities:**

- Excellent driving skills
- Able to make sound decisions, with little direction
- Excellent situational awareness
- Enthusiastic, dependable, and a sense of humor
- Willingness to follow directions and take initiative
- Even-tempered and able to adjust tasks in accordance with changing priorities
- Understanding of the Ascendigo mission as well as a commitment to be a positive role model
- Ability and willingness to work as a "team" member
- Ability to adjust daytime and nighttime sleep schedules