



Ascendigo Autism Services
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Job Description for: Summer Camp Intern	As of: 8/26/2019
Reports to: Adventures Program Manager & Adventures Coordinator	Program: Ascendigo Adventures
Classification: Summer- Full Time Seasonal	Term: June 12-August 14, 2020

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.

Adventures Summer Camp:

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, horseback riding - as well as winter skiing and snowboarding at Aspen Snowmass.

General Staff Requirements:

All 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, 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 Interns/Coaches are our version of 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 activities. 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 Specialists with the implementation of our core sports programs. Interns also may need to assist with nighttime behaviors and may be on-call for overnight duties.

There are many parallels between the Coach role and the Intern role throughout the summer. The main difference between the two is the focus on continued education and growth regarding our Interns. Ascendigo provides more direct supervision and oversight for Interns in effort to facilitate the development of their sports and behavioral support skills. Either as an individual or in small groups interns will create, plan and facilitate 1-3 evening time activities throughout the summer. In addition, there are weekly trainings on topics relevant to our field. Midterm and final evaluations are also conducted in order to communicate feedback.

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.
- Adhere to risk management procedures.

General Qualifications:

- Passion for Ascendigo's Mission
- Experience in camping logistics and outdoor recreation preferred
- Valid Colorado or U.S. Driver's License with clean driving history
- At least 18 years of age
- Documented professional experience in direct care of people with ASD preferred
- CPR/First Aid Certification

** The differentiation between an Intern and a Coach is a minimum of 6 consecutive months of *documented professional experience* working in direct care of people with ASD or a related field AND a bachelor's degree or higher level of education**

** Exceptions *may* be made for individuals with 3 calendar years of full time *relevant professional experience* but do not have a degree**

** Previous completion of Ascendigo's internship, will qualify the employee as a coach, despite other qualifications. Ascendigo reserves the right to make this decision on a case by case basis**

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 that require 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 Summer Camp Intern position could be endurance related such as 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 our program in the facility as needed.
- Operate with daily exposure to the sun and heat and varying environmental conditions.