



Ascendigo Autism Services
 818 Industry Place, Suite A
 Carbondale, CO 81623
 Office: 970-927-3143
 Fax: 970-315-0609

Job Description for: Summer Camp Team Lead	As of: 8/21/2019
Reports to: Adventures Program Manager	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:

The Team Leads will be responsible for supervising and planning the logistics for all Summer Coaches and Peer Mentors. The TL will report to the Adventures Co-Director's and the Sport Specialist Supervisors. The TL will be responsible for informing their teams of all plans and logistics, meeting with campers and parents on Sunday to act as camp liaisons and managing the implementation of camp functions as per direction from management.

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

Essential Job Functions:

- Facilitating day and evening schedules for Ascendigo Coaches
- Helping to create and maintain a positive learning environment for campers and staff
- 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. TL will interface with families regarding camper's performance and behaviors
- Implement approved strategies for behavior management; helping to change or improve these techniques, all based on positive behavioral approaches
- Highest level of professionalism and guest services with all parents, aides, and campers at all times
- Making sure all campers and Ascendigo Coaches are punctual for all required activities and work shifts.
- Create and adhere to risk management procedures.
- Help staff and campers pace activities so that over-exertion and over-stimulation is avoided
- Formulating plans for goals/objectives, medications, meals/diet, and special requirements
- Driver: keeping with Ascendigo Driving Protocols

General Qualifications:

- Passion for Ascendigo's Mission
- Minimum of 2 years of direct care for people with ASD, and/or administrative/leadership experience
- Experience in camping logistics, team management and outdoor recreation preferred
- Valid Colorado or U.S. Driver's License with clean driving history
- At least 21 years of age
- Minimum 1 calendar year of documented professional experience in direct care of people with ASD
- CPR/First Aid Certification, Med Administration, Universal Precautions, Mandatory Child Abuse Reporter

Knowledge, Skills, Abilities:

- Excellent driving skills
- Ability to effectively instruct participants with ASD
- Effectively present information and respond to questions from supervisor, co-workers, volunteers, parents, campers, donors, and general public
- 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 Team Lead 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.
- Operate with daily exposure to the sun and heat and varying environmental conditions.