

PERSONAL QUALIFICATIONS

- respect for people of all ability levels
- good sense of humor, friendly and personable
- demonstrate compassion, understanding, patience and a non-judgemental attitude
- effective communication skills
- strong organizational skills
- ability to act as a mentor
- strong leadership qualities and group facilitation skills
- a working knowledge of ASD and best practices

PRE-CAMP DUTIES

- attend all CSP trainings
- complete necessary employment forms
- become knowledgeable in the use of social stories, visual schedules, comic strip conversations, 5-point scales and other visual support strategies
- review and become very familiar with the information provided in the camper packets
- make parent phone call

CAMP SESSION DUTIES

Prior to campers arriving

- attend CSP training and all-staff training
- prepare visual supports
- set up cabin space
- facilitate cabin meeting

During camp

- meet with parents during camp arrival
- interact with staff, campers, parents/caregivers and public in a friendly, positive, professional manner
- maintain a professional attitude when working with staff and campers
- provide emotional support and helpful corrective feedback to counselors
- troubleshoot and assist camper group at all times
- ensure safety of campers and staff at all times, complete 1st report of injury if necessary
- follow the schedule and attend all meals and meetings with camp directors
- facilitate use of relaxation kits with campers and counselors during relaxation time
- help maintain a neat and orderly cabin space - report any concerns to camp directors
- know where campers and staff are at all times
- implement proactive strategies, problem solve difficult camper issues with camp directors as soon as possible
- report any behavior contrary to camp policies/procedures to camp directors immediately
- work as a team, help each other out and communicate needs directly to camp directors
- facilitate cooperation between camp facility staff and AuSM Camp Discovery staff
- provide guidance and support to the cabin mentor

Last day of camp

- facilitate cleaning and pack-up of camper items and cabin space
- assist with other camp supply packing and storage
- help clean the cabin you've been staying in and remove all personal items from staff sleeping quarters
- return camper files and other camp supplies
- complete camper rating and camper feedback forms

POST CAMP DUTIES

- complete camp evaluation form from AuSM
- respond to any post-camp questions from AuSM