

CAMP PAHA
RISE Summer Day Camp for Children and Young Adults with Disabilities

VOLUNTEER JOB SUMMARY AND JOB DESCRIPTION

Volunteer Job Summary: Camp Paha volunteers support Camp Paha in a variety of aspects. Volunteers report directly to the Assistant Director for Volunteers and In-Camp Programming and serve in various capacities, including working directly with campers, working directly with groups, assisting Activity Specialists and assisting with other Camp Paha operational needs. Volunteers must complete volunteer paperwork and attend volunteer training before working directly with campers. Volunteers must be at least 16 years old. Applicants younger than 16 years old should explore the Counselor in Training position.

CAMP PAHA VOLUNTEER JOB DESCRIPTION

Essential Job Functions

- Attend and participate in a mandatory volunteer training.
- Sign in/out and document the number of hours worked during each shift with the Assistant Director for Volunteers and On Site Programs.
- Assist with program preparations as assigned (photocopying, supply set up, etc)
- Assist counselor staff in leading recreational summer camp activities with children, youth and young adults with disabilities.
- Participate in all camp activities with the campers with an enthusiastic attitude.
- Responsible for helping with the daily needs of the campers assigned to your group. This may include feeding, pushing wheelchairs, and helping with other personal needs with the supervision of other counselors.
- Complete tasks and jobs as assigned by Head Counselor.
- Serve as a role model for campers: maturity, good sportsmanship, caring, sharing, honesty, enthusiasm, compassion, and sense of humor.
- Responsible for helping in the daily maintenance of your group's home base room: dump trash, hang up swim things, vacuum your room, tidy up campers' things. Help maintain the common area: lunch room, playground, front grounds, vehicles used by your group, etc.
- Administration must be notified **two weeks in advance** before the end of your volunteer duties concerning any paperwork that needs to be filled out by administration. (Community Service requirements, Letters of Recommendation, Volunteer Documentation for a class, etc). Requests for Letters of Recommendation must be **in writing** and submitted to the Assistant Director for Volunteers well in advance of the date needed.
- Volunteers must commit to a minimum of 5 hours per week for a minimum of 3 weeks.

Knowledge, Skills, and Abilities

- Experience or willingness to work with people who have a variety of physical, emotional, behavioral, and developmental disabilities.
- Experience or willingness to learn about indoor and outdoor, individual and group recreational skills and activities.

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- Ability to problem solve with and for the campers when necessary.
- Ability to work with all ability levels in a caring, consistent, and non-judgmental fashion.
- Ability to adhere to risk management policies with Camp Paha and manage risk whenever possible.
- Experience or willingness to learn about appropriate behavior management techniques.
- Demonstrate good listening and communication skills.

Knowledge, Skills, and Abilities, continued

- Ability to work as a team member with other staff.
- CPR and First Aid Certification preferred, but not required.
- Must be 16 years of age or older to volunteer with Camp Paha.
- Able to lift or assist in lifting 50 lbs.
- Ability to report to your Head Counselor with questions, problems, or concerns.

Working Conditions

- 70% of the work will be performed at the camp location.
- 30% of the work will be performed at various recreational sites in the community (including swimming locations).
- Camp activities include: Sports and Games, Nature and Science, Music and Dance, Drama and Theater, Arts and Crafts, Aquatics/Sensory room among others.
- Hours will vary each week depending on your availability and desire to work. Volunteer schedules will be determined at the start of camp and maintained throughout the summer. Scheduling must be coordinated through the Assistant Director for Volunteers.
- Changes in daily schedule may develop because of weather, transportation, camper behavior, etc. so flexibility is appreciated.
- Staff and volunteers eat lunch with their campers and assist campers as needed while they are eating.
- Break times are worked out within the staff groupings.
- Volunteers are not allowed to use personal cell phones (calls, texting, etc.) while working as a volunteer. Volunteer's attention will be on the campers at all times. (Please note that Leadership Staff including Head Counselors use cell phones for direct camp business).

Equipment Used

- Various recreational equipment used by the campers: sports equipment, arts and crafts equipment, aquatics equipment, and others.
- Office Equipment: telephone, photocopier, etc.
- Variety of specialized equipment essential to the daily life of the campers, with supervision from other counselors. (i.e.: wheelchairs, walkers, communication boards, hearing aids, glasses, etc.)