

Children’s Association for Maximum Potential
 CAMP’s mission is to strengthen and inspire individuals with disabilities
 – and those who care for them – through Recreation, Respite, and Education.



Position: Camper Care Supervisor		Location: Center Point, Texas	
Status: Full-time	Pay Classification: Exempt	Compensation: \$35,000 annually	Housing: Yes, provided

Organization: Children’s Association for Maximum Potential (CAMP) is a 501(c)(3) not-for-profit organization that provides life-enriching, recreational experiences for children and adults with disabilities. CAMP provides summer and school-year programs. Visit www.campcamp.org for additional information.

Purpose of Job: Provide strategic support, management, mentorship, training, recruitment, and supervision of Campers and Volunteer Counselors participating in all programs.

Essential Job Functions:

- Ensure safety of all persons in all CAMP programs.
- Directly supervise and provide support for all programs and be on-site or on-call, as needed or assigned.
- Provide direct service support to individual campers, including reviewing personal information provided by parents, and creating (as needed) an individual camper care and behavior plan that will meet the required accommodations of campers who need additional support.
- Serve as a leader on CAMP’s Crisis Management Team, assisting or directing the management of individuals with disabilities who display significant physical behavioral challenges.
- Ensure the Assistant Camp Director and appropriate staff are informed of all camper situations and issues as they arise.
- Directly supervise and provide primary strategic support to Unit Leaders and Camper Support Specialist during Summer Camp.
- Serve as primary program liaison with Family Support to develop and implement plans for camper acceptance, family requests, appropriate camper accommodations, and skilled recruitment to support campers with greater needs.
- Assist with budgeting and managing financial aspects of assigned programs, including ordering supplies and equipment necessary to support programs.
- Complete all assigned documentation of Camper Care issues and relevant communications with parents/staff within timeline defined by organizational policies or supervisors’ written expectations.
- Assist Assistant Camp Director in working with volunteer services to develop and implement plans for recruitment, retention, training, and supervision of seasonal staff and volunteers for all programs, including site supervisors, as appropriate.
- Assist in developing and leading a culture of dignity, respect, belonging, safety, accountability, integrity, support, and mentorship for all programs.
- Assist with ACA and Health Department compliance, including maintaining current written documentation, as required.
- Assist Camping Team in developing sound policies and procedures and implementation for each program, including crisis and emergency management plans.

Qualifications:

- Associates degree or higher in education, management, or recreation (or equivalent).
- CTRS (Certified Therapeutic Recreation Specialist) preferred.
- Willing to pursue additional academic, educational, and/or camp-related instruction.
- Supervisory experience in camping programs preferred.
- Knowledge of developmental disabilities and ability to assist in management of challenging behaviors in children and adults (CPI Certification Preferred).
 - Experience with designing and implementing programs for people who have disabilities.
- Excellent communication skills-both written and verbal.
- Ability to treat all people with respect, dignity, and professionalism.
- At least 21 years of age.
- Current CPR and First Aid Certification or willingness to obtain.

Work Schedule: In general employee should work not less than 38 hours and not greater than 45 hours per week during the school year and will work maximum hours necessary during the Summer Camp season.

Physical Requirements: Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions and must possess the physical energy needed to perform duties during a 15-hour day, 6-day week.

Submit Resume To: Human Resources at hr@campcamp.org

Note: This job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.