

PRELIMINARY Job Description

All Access Community Explorations Camp Co-Directors

November, 2018

Job Description:

Part-time member of the Hormel Historic Home (HHH) Autism Programming Team who will be responsible for the annual execution and direction of the established model for the All Access Community Explorations day camp.

Schedule: Camp Director is expected to attend each camp session date as well as work at his/her leisure to plan curriculum and recruit/train staff in camp off-season.

2019 Camp Session will include two daily sessions running from 9 a.m. – 12 p.m. and 1 – 4 p.m. for a total of 10 camp days. Co-Directors are expected to arrive at least 30 minutes prior to the start of the day. Lunch for staff is provided by the Hormel Historic Home on camp days.

2019 Dates will include July 8-11, July 15-18, and July 22-23.

End of summer camp review will be held each year to evaluate needs and goals for future programming.

Expectations:

- Program directors must have a clear and thorough understanding of the culture of autism
- Program directors should be able to lead staff and manage a variety of situations
- Program directors should understand and be able to implement evidence based practices upon which AACE is based

Responsibilities: Divided by Co-Directors as determined by their individual strengths and interests

- Support needs of campers through curriculum development
- Interview and hire qualified staff members and subs- This process begins in February or March
 - Manage schedules of staff members to ensure appropriate daily staffing
 - Train staff and volunteers
- Assist with coordination of annual fundraisers such as Stepping Out for Autism Walk
- Participate in data collection and grant interview process with the United Way of Mower County
- Maintain \$20,000 budget each summer
- Design and set up learning and social spaces for campers
- Develop curriculum
 - Differentiate curriculum for campers' different levels of functioning, maturity, and interests
 - Design lesson planning template for use in groups

- Approve the plan and development of 4 community field trips each summer in addition to the final session trip to a theme park
- Utilize video modeling for each of the community trips to preview with campers
- Develop safety and discipline protocols for camp
- Direct day to day camp operations
- Support the Coordinators in their respective responsibilities in the areas of Transportation, Community Activities, Cooking, and Recreation
- Communicate with parents throughout camp
- Maintain safe and fun atmosphere for campers and staff
- Manage camper discipline issues if necessary

Preferred but not required qualifications include:

Experience with Human Services in areas of Special Education, Social Work, Psychology or related human services disciplines

Demonstrated experience advocating for those with ASD

Solid communication skills - both written and verbal

Ability to work with a wide variety of people and organizations

Flexibility to work a variety of hours, including nights and weekends as special events are planned

Comfortable with public speaking