



Job Description of Afterschool Program Staff

Responsible To:

- Program Director and Assistant Program Directors

Minimum Qualifications:

- Must be 18 years of age at the start of employment.
- Demonstrate a desire and ability to learn and be taught about autism and approaches for managing the challenges associated with it.
- Be physically able and willing to maintain constant supervision of campers and to fulfill all responsibilities fully.
- Be patient, energetic, fun-loving, and hard-working – and a sense of humor doesn't hurt!
- Be willing and able to put the needs of others before your own.
- Be flexible and able to work well with others, maintain open and effective communication.
- Be accepting and respectful of those who think, behave, and interact differently than what is considered normal.

Essential Duties and Responsibilities:

- Participate in pre-employment training. Become familiar with and implement camp policies, procedures, and philosophy as stated in the Camp Royall Staff Manual, and learn your role as a staff member.
- BE ON TIME for all on-duty shifts and meetings. This is a sign of respect for your fellow staff.
- Assume responsibility for and supervision of campers in attendance, along with the other staff members working.
- Work as a team with other staff members to ensure all campers are well cared for and supervised at all times.
- Before beginning work, learn about each camper by reading their folders thoroughly, including all information forms, medical information, and behavior plans; discuss each camper with supervisory staff as needed. Prepare a list of any questions about information that is unclear.
- Greet parents and/or care providers at drop-off and pick-up each day. Remember that you are representing camp and act accordingly. Answer any questions they have or direct them to a supervisor. Make parents comfortable leaving their child with you. At the end of the day, discuss their camper's day with them. Ensure that ALL of the camper's belongings are returned to the parents.
- Provide appropriate supervision and instruction to each camper in all settings and activities. Let your fellow staff or a supervisor know if you need assistance with supervision.
- PARTICIPATE in all activities with your camper. Encourage and facilitate your camper's participation in all activities by implementing appropriate strategies, such as visual structure and reinforcements.
- Implement behavior management strategies according to the guidelines stated in the Camp Royall Staff Manual. Discuss these strategies with supervisory staff.
- Assist and supervise campers in all aspects of self-care as needed, including eating and toileting. If the camper is self-sufficient in these areas, close supervision and monitoring are still required.
- Monitor and report any health and/or medical concerns to a supervisor, e.g. scratches, ticks, first aid needs, etc. Except in an emergency, the supervisor should handle all First Aid, even if you are certified in First Aid.
- Attend and participate in all meetings. Keep supervisory staff informed of any situations.
- Follow all policies and guidelines as explained in the Camp Royall Staff Manual.
- Maintain the cleanliness of all areas of camp utilized by camp staff.
- Perform all other duties as assigned.