



Camp Aldersgate, Inc.
Therapeutic Recreation Intern
Job Description

JOB SUMMARY: Assist full-time program staff with the implementation of programs; responsible for planning and implementing camp and/or cabin activities and campers in their personal growth and daily living skills; supervises counselors, counselors-in-training (CITs) and campers, and direct care to a cabin group of campers; maintains records and submits reports; assists in assuring program compliance with any licensing and/or regulating agencies; meets with staff as necessary; adheres to all camp policies; and performs other duties as assigned.

This is a safety/security sensitive position for purposes of the Arkansas Medical Marijuana Amendment.

RESPONSIBLE TO: Certified Therapeutic Recreation Specialist full-time staff members

JOB DUTIES AND RESPONSIBILITIES:

1. Assists program staff with the planning, implementation, and evaluation of programs and activities; works closely with full-time and seasonal staff as needed; ensures that camp programs and activities are implemented according to program objectives; recommends policies and procedures.
2. Assists in recruitment, supervision, and evaluation of campers, counselors-in-training (CITs), and counselors; assists in the implementation of training and education programs; prepares written evaluations for counselors, CITs, and campers. generates enthusiasm and promotes camp spirit; reports program needs to full-time program staff.
3. Assists in assuring program compliance with any licensing, grantors, and/or regulating agencies; assists in maintaining files, databases, and any required documentation; reports discrepancies to the full-time program staff.
4. Maintains records and submits reports; assists with the preparation of camp schedules and cabin assignments; assists recreational therapists with camper intake assessments; completes maintenance requests as necessary; maintains equipment inventory for assigned activities throughout the program and informs the full-time program staff of needs.
5. Meets with staff as necessary; assists with the preparation and recording of scheduled staff meetings; attends Aldersgate staff meetings as assigned by full-time program staff.
6. Advances public awareness of Camp Aldersgate through speeches, presentations and interviews as needed.
7. Adheres to all Camp Aldersgate policies and sets good example for campers, CITs, counselors, and peers; follows Camp Aldersgate rules and regulations; shares in clean-up and chores; is punctual and manages personal time off in accordance with policies.
8. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience in the supervision of a diverse staff.
2. Ability to communicate effectively both orally and in writing.
3. Ability to listen to others, observe others' actions, comprehend instructions, and have physical ability

to move about the camp property in various environmental conditions.

4. Current certification in First Aid & CPR or must be able to become certified in First Aid & CPR prior to the start of internship.
5. Ability to regularly lift and/or move at least 50 pounds and push wheelchairs.
6. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
7. Ability to perform personal self-help skills, including grooming, toileting, showering, feeding and all other personal hygiene functions.
8. Good organizational skills.
9. Knowledge of medical conditions and physical disabilities served by Camp Aldersgate preferred.
10. Ability to work irregular hours, including nights, weekends, and overnight.

MINIMUM QUALIFICATIONS:

1. Must be a minimum of 21 years of age and/or a college graduate.
2. Must be mature and responsible, have good character, integrity, and the ability to adapt.
3. Must enjoy working with children and young adults and in an outdoor setting.
4. Current certification or pursuing Certified Therapeutic Recreation Specialist (CTRS) credentials.
5. Any or all these requirements may be substituted for equivalent qualifications.

PREFERRED QUALIFICATIONS:

1. Prior experience in camping programs for individuals with disabilities and/or medical conditions.
2. Current certification or interest in pursuing a certification in lifeguarding.
3. Experience working with individuals with disabilities and/or medical conditions.
4. Knowledge of medical conditions and physical disabilities served by Camp Aldersgate.
5. Experience in a camp setting.
6. Leadership experience.

Signature of Intern

Date

Signature of Supervisor

Date