



JOB DESCRIPTION

POSITION TITLE: Activity Coordinator

REPORTS TO: Program Manager

SUPERVISES: Overnight Camps

GENERAL RESPONSIBILITIES:

Plan, coordinate, and teach recreational activities to all campers.

SPECIFIC RESPONSIBILITIES:

Essential:

1. Plan, lead and supervise campers with outdoor and indoor recreational activities.
2. Work actively with other staff, supervisor and volunteers to facilitate a safe and fun camping experience.
3. Plan or implement activities and games that are appropriate for the age and ability of the individuals attending camp
4. Monitor activities during summer camp programming
5. Report any behavior incidents to your supervisor through written and verbal communication.
6. Attend all training sessions and facility improvement days.
7. Lead opening and closing circle for camp
8. Plan and facilitate evening activities for Quest, Adventure, Discovery, and Range Riders
9. Stay on-site during overnight camps
10. Facilitate water front activities
11. Assist with Medication administration and brief changes as needed
12. Maintain monthly checks safety walk-thru and safety drills
13. Follow all safety policies adopted by this agency.
14. All other duties as assigned.
15. Must maintain good attendance throughout employment

Non-Essential:

16. Assist in preparing weekly required paperwork
17. Maintain proper storage of supplies and a safe, clean activities area.
18. Provide daily water/snacks for campers
19. Monitor lunch time/set-up/ clean-up
20. Assist with Client Specific training
21. Maintain inventory for paper goods, snacks, and first aid areas

QUALIFICATIONS:

1. Must be able to relate well and work with people with disabilities
2. Must have a desire to work with the disabled.
3. Must be dependable, flexible and responsible.
4. Must have good communication skills
5. 18yrs or older
6. High School diploma or GED
7. Valid drivers license

DEMANDS AND CHARACTERISTICS OF WORK, EQUIPMENT USAGE, AND WORK ENVIRONMENT.

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
1. Standing/walking		X	
2. Sitting		X	
3. Twisting	X		
4. Lifting/carrying	X		
5. Pushing, pulling	X		
6. Climbing (ascending/descending)	X		
7. Bending/stooping	X		
8. Using arm muscles frequently or for extended periods.	X		
9. Using leg muscles frequently or for extended periods.	X		
10. Using back muscles frequently or for extended periods.	X		
11. Repetitive rapid hand movement	X		
LIFTING REQUIREMENTS-individuals in direct care positions are required to lift a client without assistance.			
12. 2-10 pounds	X		
13. 11-20 pounds	X		
14. 21-30 pounds	X		
15. 31-40 pounds	X		
16. 41-50 pounds	X		
17. 51 pounds or more	X		
DOES THIS JOB REQUIRE?			
18. Working in hot, cold, wet surrounds	X		
19. Working outdoors			X
20. Working with or near chemicals	X		
21. Working near radiation sources	X		
22. Potential exposure to communicable diseases			X
23. Working with hazardous waste materials	X		
24. Utilizing essential upgraded or adaptive equipment as industry standards require	X		
25. Using hand tools	X		

PERCENTAGE OF WORK TIME	1-33%	34-66%	67-100%
26. Operating vehicle	X		
27. Potential for cuts and bruises	X		
EXCHANGE OF IDEAS			
28. Ability to express or exchange ideas			X
29. Ability to understand communication of others with or without adaptive devices.			X
30. Obtaining impressions through the eyes of the shape, size, distance, motion, color or other characteristics of objects with or without adaptive devices. The major visual functions are: *Acuity, far – clarity of vision at 20 feet or more *Acuity, near-clarity of vision at 20 inches or less *Depth perception-three dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are. *Field of vision-the area that can be seen up and down or the right or left while the eyes are fixed on a given point. *Accommodation-adjustment of the lens of the eye to bring an object into sharp focus. This item is especially important when doing near-point work at varying distances from the eye. *Color vision-the ability to identify and distinguish colors.			X
31. Regular attendance Punctuality			X
32. Ability to do math	X		
33. Ability to: Read and comprehend information. Complete written documentation accurately and legibly.			X

Ability to maintain assigned work hours: requires sufficient endurance to perform tasks over long periods of work hours.

The position requires the ability to perform essential functions without posing a “direct threat” in the work place.

CATEGORY OF RISK TO EXPOSURE TO BLOOD AND FLUID: $\frac{x}{1}$ $\frac{\quad}{2}$ $\frac{\quad}{3}$