



ELEVATING THE SPECTRUM  
FOR INDIVIDUALS WITH AUTISM

## Summer Camp Coach Job Description

<b>Job Description for:</b> Summer Camp Coach	<b>Start Date:</b> June 6 <sup>th</sup> – August 5 <sup>th</sup>
<b>Reports to:</b> Director of Adventures	<b>Program:</b> Adventures
<b>Starting Wage Range:</b> With Room and Board: \$435-\$550 per week Without Room and Board: \$19-\$21 per hour	<b>Term/Classification:</b> Summer- Full Time Seasonal With Room and Board: Exempt Without Room and Board: Non-Exempt

**About Ascendigo:** Ascendigo Autism Services is a 501(c)3 non-profit organization based in the Roaring Fork Valley near Aspen, Colorado. Founded in 2004 as a summer sports camp for children with autism, Ascendigo has expanded to offer year-round outdoor recreational options including summer and winter sports, a suite of community-based services for adults with autism, and behavior therapies for children with autism. Our goal is to integrate people with autism into community life, whether through outdoor recreation, assisting in basic life skills, finding compatible employment, or simply going out with friends to restaurants, museums, or concerts. Ascendigo takes full advantage of the unmatched natural facilities offered by Colorado's Rocky Mountains, as well as the area's charitable community spirit to open physical, experiential, and collaborative opportunities to individuals with autism. Currently, Ascendigo employs approximately 65 full- and part-time staff members with an additional 60-65 seasonal employees during the summer months.

**Job Summary:** Ascendigo Coaches are our version of camp counselors, but with a focus on supporting and advocating for our participants on the autism spectrum. Each week you will be paired 1:1 with a camper that is a good fit for your personality, coaching style, and skill set. Coaches help our participants with daily living and social skills and facilitate participation in recreation and leisure pursuits that are programmed throughout the week. Coaches will be assisting Sports Specialists with the implementation of our sports programs. During the evenings (if you are assigned the evening shift for that week), Coaches will encourage social interaction and participation in group activities on and off campus. Coaches will assist campers in morning/nighttime routines and hygiene as needed.

**Essential Job Functions:**

- Work directly with clients who may have challenging behaviors that have occurred in the past 6 months.
- Act as a direct support to someone with autism through a full day of outdoor recreational activities.
- Work in an outdoor and physical environment that requires situational awareness and quick thinking.
- Collaborates with Ascendigo Sports Specialists to create sport lessons plans and goals that meet the client's needs.
- Act as a teacher and advocate for clients
- Accompanies clients and teach client in skill acquisition, and behavior reduction in social, community, recreation, leisure, and other program settings
- Assist with camper hygiene as needed
- Build positive rapport with clients and facilitate FUN!
- Oversees client well-being and safety in a camp setting.

**Effective Date: 2022**

- Collect data on all of client's goal areas and data points throughout a session
- Work positively as a team with all Ascendigo staff members
- Attend client and staff meetings and trainings as necessary
- Communicate with caregivers and staff effectively, including a daily text message and/or phone call

**Physical Requirements/Equipment Used:** Ability to spend full days outdoors being active and participating in sports such as rafting, rock climbing, boating, hiking, and horseback riding. Ability to learn new technologies related to disabilities. Applicants are required to have and use their own smart phone for work duties.

**Additional Requirement:** Must be fully vaccinated for Covid-19 and can provide documentation.

**Qualifications:**

A genuine interest in working for and with people of varying abilities. An openness to learning new skills, facilitation techniques and methodologies. Previous experience working in a related field highly preferred. CPR/First Aid, Safety Care, Staff Orientation and trainings required by CDHS Child Care Licensing, and Ascendigo Curriculum Coursework.

Must hold a bachelor's degree in a related field or have three years professional experience.

- Knowledge of the field of autism as it pertains to minors and adults.
- Understanding and willingness to learn behavioral approaches as practiced by Ascendigo, including but not limited to: allaying maladaptive behaviors, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willingness to engage in the activities we facilitate
- Ability to handle the personal care of participants with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Be organized and exhibit "follow through" on tasks and goals.
- Strong interpersonal skills, the ability to collaborate with colleagues and client families.
- Strong analytical and problem-solving skills.
- Ability to work independently, set priorities, and exercise good judgement
- Must be a team player.
- Ability to work flexible hours, including evenings, weekends and extended hours for meetings and events may be required.
  - Follow the policies and procedures of the organization.

In addition:

- Must be age 18 or over and have legal working status.
- Must pass a criminal background check from CBI, FBI, and TRAILS
- Must successfully complete required trainings.
- Must provide a current CPR/First Aid certification.
- May be required to obtain certifications or successful training completion for crisis management and medication administration.

- Understands that some facilities may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President
- Must have flexibility to travel for occasional professional development and resident activities.
- Must have a cell phone that can receive texts and phone calls
- Must arrive to work on time
- Engages in appropriate behavior with clients at and outside of work
- Conducts appropriate interactions with supervisors & managers,
- Attends trainings and meetings.
- Checks work emails daily
- May be asked to help with other Ascendigo programs as needed

**Personal Characteristics:** Should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life.

Employee should believe in the dignity and potential of our clients. Additionally, should:

- **Show maturity, responsibility, and dependability** and follow through on tasks with modest supervision.
- **Be diplomatic and discreet:** commitment to maintain strict confidentiality and respect of clients and the privacy of participants and their families.
- **Be proactive:** taking the initiative, willing to pitch in and assist. Receptive to feedback.
- **Behave ethically:** understand ethical behavior and business practices and ensure that their own behaviors are consistent with these standards and aligns with the values of Ascendigo.
- **Build relationships:** establish and maintain positive working relationships with others, both internally and externally.
- **Be Fun:** Ascendigo Summer Adventures camp is an opportunity for our clients to enjoy an amazing summer camp experience. Being positive, fun, and enthusiastic is essential!
- **Communicate effectively:** speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** develop new ways to improve operations of Ascendigo and to create new opportunities.
- **Focus on client needs:** anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality care.
- **Foster teamwork:** work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- **Lead:** positively inspire others to achieve results that are in the best interest of Ascendigo.
- **Make decisions:** assess situations to determine the importance, urgency, risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- **Organize:** set priorities, develop a schedule to accomplish required tasks, monitor progress toward goals, and track details, data, information, and activities.
- **Solve problems:** assess problems situations to identify courses of action, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.
- **Be Flexible:** our work often requires a level of flexibility based on the needs and goals of our clients.
- **Express a Willingness to Learn:** we are all Leaders and are learning every day, and we welcome all applicants who wish to learn and grow with us.

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