



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Summer Camp Team Lead

Job Description for: Summer Camp Team Lead	Start Date: June 2 nd – August 5 th
Reports to: Director of Adventures	Program: Adventures
Starting Wage Range: With Room and Board: \$660-\$760 per week Without Room and Board: \$22-24/hour	Term/Classification: Summer, Full Time Seasonal, 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's Summer Camp Team Leads are our version of in-field supervisors. Not only do Team Leads oversee numerous coaches (Ascendigo counselors) and participants, they also oversee the daily decision making to help ensure a safe and successful day for all. Each week the Team Lead will be assigned a group (Youth and Teen, or Adult) that consists of 7-8 participants and 7-8 1:1 coaches. The Team Lead will ensure timely arrival and departures to and from activities, that coaches are appropriately supporting their clients, assisting in times of behavioral challenges, and uphold Ascendigo's high service quality amongst the team. Team Leads typically drive the vehicles and are the main point of contact for the Administrative Team during the day of activities. Typically, Team Lead's also oversee medication administration and is aware of all pertinent health and safety information for each client. Often, coaches need breaks to use the restroom, eat, or for their own mental health at which point the Team Lead will take over the direct care for the coach. During busy weeks, the Team Lead may also be paired 1:1 with a participant to act as a 1:1 Coach and help the participant with daily living and social skills, including appropriate coping skills, and facilitate participation in recreation and leisure pursuits that are programmed throughout the week. Team Leads will be often make "game time" decisions to best support the Coaches and participants on their team. Salary range is based on relevant experience, education, years at Ascendigo, relevant certifications, and availability.

Essential Job Functions:

- Oversee teams of 7-8 participants and 7-8 1:1 coaches
- Safely drive vans and transport team members
- Intervene during challenging behavioral incidents to ensure the safety of the participant, staff member, and public.
- Work with the Camp Nurse to administer medication to the participants.
- Work directly with clients who may have challenging behaviors that have occurred in

Effective Date: 2022

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 and Sport Managers 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
- Build positive rapport with clients/ staff and facilitate FUN!
- Oversees client well being and safety in a camp setting.
- 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
- Oversee and ensure Ascendigo quality of service while teams are operating in the field
- Act as the main point of contact for Ascendigo Administration to report on daily operations
- Oversee health and safety of team members during operating hours
- Drive large vehicles (15 passenger vans) in a mountain environment

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. Employees may facilitate full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, able to accompany participants on some exercise and recreational activities. 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:

Minimum of 3 years previous experience needed and a four-year college degree in a related field. CPR/First Aid, QBS Safety Care (provided), Staff Orientation and trainings required by CDHS Child Care Licensing, and Ascendigo Curriculum Coursework.

- Knowledge of the field of autism as it pertains to minors and adults.
- Understanding and ability to learn behavioral approaches as practiced by Ascendigo, including the ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with participants.
- 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 make sound safety decisions with minimal assistance
- 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.
- Uphold and exemplify “the Ascendigo Way” to colleagues and the general public.
- 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.
- 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.