



MT. HOOD KIWANIS CAMP, INC.

83500 E. Kiwanis Camp Rd., Government Camp, OR 97028

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SEASONAL JOB DESCRIPTION

JOB TITLE:	ASSISTANT COUNSELOR SUPERVISOR (ACS)
REPORTS TO:	Counselor Supervisor (CS) and Assistant Director- Group (Group AD)
SUPERVISES:	Campers, Counselors
JOB STATUS:	Seasonal Position, Four 2-week sessions available mid-June through mid-August
SALARY:	\$770/2-week session (One 2-week session commitment required)

MHKC OVERVIEW:

At Mt. Hood Kiwanis Camp (MHKC), we're on a mission to help empower children and adults with developmental disabilities through equitable access to the outdoors and recreation. Our primary program is Summer Camp, occurring from June to August and serving over 500 individuals with developmental disabilities at our 22-acre campsite in the Mt. Hood National Forest. Campers have varying abilities and needs, with counselors and staff supporting activities of daily living including personal care, mobility, communication, dining, behavior management, socialization, and activity engagement. We offer a variety of accessible and adaptable activities ranging from an adventure course and horses to swimming, biking, and hiking. Summer Camp isn't just fun; it creates profound and transformative experiences, fosters skills development, and builds a strong sense of community.

This experience is not just for our campers, but our dedicated counselors and staff too. At Camp, staff develop and practice a variety of transferable skills including communication, critical thinking, leadership, creativity, collaboration, and professionalism. Joining the Mt. Hood Kiwanis Camp seasonal team is an immersive, challenging, and incredibly rewarding experience. Each day is full of action and engagement, with an abundance of opportunities for personal and professional growth while positively impacting the lives of our campers and each other. Together, we cultivate an environment of experiential learning, play, and teamwork while delivering high-quality care and an enriching camp experience. The work we do requires and promotes empathy, intentionality, self-reflection, a growth mindset, adaptability, and flexibility. At MHKC, we are committed to creating a safe, inclusive, and equitable workplace for all and strive to provide a valuable experience for our staff.

EQUITY STATEMENT:

Mt. Hood Kiwanis Camp (MHKC) honors organizational diversity with regard to race, gender, sexual orientation, gender identity, age, culture, language, and all abilities. This deepens understanding in everyone, making MHKC a more equitable and inclusive organization to the benefit of all. We seek to raise self-awareness of our gaps in equity and inclusion by consciously creating, monitoring, and maintaining diversity among our campers, staff, volunteers, and board of directors.

ANTI-RACISM STATEMENT:

We acknowledge that racism is pervasive and exists. As an anti-racist organization, we vow to purposefully identify, discuss and challenge issues of race and color and the impact(s) they have on our organization, its systems, and its people. We will acknowledge and dismantle any racism that occurs within our organization, whether it be conscious or unconscious. We will also challenge ourselves to understand and correct any inequities we discover and gain a better understanding of ourselves during this continual, purposeful process.

POSITION SUMMARY:

The Assistant Counselor Supervisor (ACS) at MHKC supports and assists the Counselor Supervisor (CS) in leading and supervising a group of approximately 9 campers and 9/4 counselors, depending on main camp/outgroup placement. The ACS is responsible for modeling, mentoring, supporting counselors, ensuring campers' Activities of Daily Living are adequately met, and collaborating closely with the CS. This position helps to ensure and guide the overall well-being, engagement, growth, and functionality of the group, which includes cultivating and maintaining a positive, motivating, and nurturing group environment. Success in this role requires initiative, dependability, an ability to multitask, a willingness to learn, and the capability to seek support when needed. The ACS should excel in observing and assessing needs, providing direction, perspective-taking, and a collaborative leadership philosophy and practice.

ESSENTIAL FUNCTIONS:

1. Assist with the daily supervision, organization, and facilitation of the assigned group.
 - a. Ensure campers and counselors are properly supervised at all times.
 - b. Ensure campers' Activities of Daily Living (ADLs) are being adequately met.
 - i. Actively model, assist, and mentor counselors in camper care, including personal care, communication and behavior, mobility, dining supports, activity engagement, and socialization.
 - ii. Provide information to staff/counselors on campers' needs, abilities, and supports, as needed.
 - c. Collaborate with the CS to provide structure and direction for the group.
 - i. Assist with coordinating tasks and breaks and providing instructions.
 - ii. Manage time and follow the camp schedule.
 1. Support transitions including time warnings and activity cleanup.
 2. Communicate with necessary staff if group will be late to an activity.
 - iii. Observe group functioning and dynamics and help assess group and individual needs.
 1. Consider counselors' perspectives and understand the initial impact of Camp as a new experience.
 2. Support counselors' and groups' needs and concerns, including providing positive and constructive feedback and debrief/processing time.
 - d. Facilitate camper and counselor participation.
 - i. Support adapting and modifying activities to enable and encourage camper engagement.
 - ii. Actively participate in activities, modeling creative engagement for counselors.
 - iii. Assist with implementing programming, as directed by Program Staff or the Leadership Team.
 - iv. Develop and implement programming during down-times as needed.
 - e. Assist with overseeing and supporting camper-counselor relationships and interactions.
 - f. Assist with managing behavior; Observe camper and counselor behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and provide behavior intervention as needed.
 - i. Ensure appropriate documentation occurs following an incident.
 - g. Manage logistics to ensure successful group functioning.
 - i. Restock items; Maintain camper laundry.
2. Collaborate with CS to promote counselor growth and ensure all evaluation & paperwork requirements are met.
 - a. Facilitate 1:1 check-ins with Junior Counselors (twice per week).
 - i. Build relationship, provide ongoing support and feedback, collaborate on growth areas, and complete evaluation paperwork as required.
 - b. Assist with reviewing Camper Interest & Participation (CIP) forms and ensuring forms are completed adequately.
 - c. Provide input to CS on College-Credit Counselor and Camper Evaluations.
3. Adhere to and ensure group members are following MHKC policies and procedures to maintain high standards of health and safety.
 - a. Be alert to camper and counselor personal and/or health needs.
 - i. Assist them with problems or direct them to appropriate staff for support.
 - b. Guarantee and maintain privacy and confidentiality of camper, counselor, and staff information.
 - c. Complete all required documentation accurately and submit it to the Group AD on time, including but not limited to incident reports, case and behavior notes, and camper and counselor evaluations.
 - d. Ensure that the group's First Aid backpack is fully stocked and with the group at all times.
 - e. Ensure all protocols are followed when traveling off-site.
 - i. Maintain headcounts & supervision of all campers and counselors.
 - ii. Ensure any medication remains with group staff and complete required documentation.

4. Understand and fulfill your role as group staff and an MHKC employee.
 - a. Communicate and collaborate with other staff to maintain a healthy, positive, and effective working environment.
 - i. Attend team and individual meetings, including check-ins with the CS and Group AD.
 1. Share needs, concerns, and positive and constructive feedback.
 2. Engage in self-reflective assessments and coaching sessions.
 - a. Determine individual goals to facilitate professional growth.
 - b. Provide support and collaborate with the CS.
 - ii. Model professionalism, empathy, patience, learning, teamwork, adaptability, and flexibility.
 - iii. Keep the CS and Group AD informed, direct concerns and needs (including counselors') to the CS or Group AD when appropriate, and ask for assistance as needed.
 - iv. Engage in problem-solving and conflict resolution as needed.
 - b. Other duties as assigned, including cleaning.
 - c. Positively & professionally represent MHKC; understand the ACS's role in providing "customer service".

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

DESIRED ABILITIES, SKILLS, & EXPERIENCE:

- Previously experience at MHKC as a Counselor preferred, or have an understanding of camp culture and its community.
- At least one year/summer experience working with individuals with developmental disabilities.
- Ability to take initiative, follow-through with assigned tasks, collaborate, and a willingness to ask questions and for support when needed.
- Ability to observe a dynamic environment, assess individual and group needs, provide direction, and facilitate engagement.
- Ability to communicate effectively, manage time, maintain professionalism, accept supervision, provide positive and constructive feedback, and self-reflect.
- Model empathy, creativity, enthusiasm, patience, adaptability, flexibility, and learning.
- Ability to observe behavior/situations, assess appropriateness, enforce safety regulations and emergency procedures, and utilize behavior-management techniques as necessary.
- Ability to prioritize the needs of campers, counselors, staff, and Camp while promoting and modeling self-care.
- Ability to support campers in their Activities of Daily Living including personal care (toileting, dressing, showering, and feeding) and transfers (assisting with moving someone from one place to another, such as from a wheelchair to a bed).

REQUIREMENTS:

- Pass a background check per MHKC, American Camp Association (ACA), and Department of Human Services (DHS) guidelines.
- At least 18 years of age by time of employment.
- Current Oregon Food Handler's License or obtain by June 15.
- Current Adult First Aid/CPR/AED ACA Certification from the ACA recognized certification list or obtain by June 15. Adult & Pediatric Certification required if working Session 1.
- Complete all required training, online and in-person.
- Live on property Sunday-Saturday of first week of session(s), and Monday-Saturday of second week of session(s). If placed in Tent & Travel, must be able to live in a tent for the duration of the session.
- Refrain from the use of drugs and alcohol, including recreational/medicinal cannabis, while in residence at MHKC.
- Ability to transport self to and from Camp. Carpooling or drop-off is recommended and encouraged.
- Contribute to a positive and healthy Camp culture and environment, committing to caring for the community and property.

WORKING CONDITIONS:

- Working hours can range from 7:00AM-11:00PM with a 1-hour break each day; Night duty 1 night/week and additional time may be required for paperwork.
- Camp is very active, with individuals moving inconsistently up to 5-10 miles a day. As part of their duties, employees hike and swim. If placed in Trip/Tent & Travel, activities will include white water rafting and bowling.
- Many duties of this position are performed outdoors, and employees may be exposed to variable weather elements and temperatures. Employees may experience bug bites or be exposed to bodily fluids and blood-borne pathogens.
- All buildings and areas at Camp are tobacco/vape-free except for 1 designated area on-site.
- It is highly discouraged that staff have other commitments while on contract, such as school, remote work, and weddings. Camp is exhausting mentally, emotionally, and physically at times and it is essential that staff utilize their breaks for self-care and to recharge.