

Radnor Township Parks & Recreation Department **Radnor Day Camp / Special Needs Support**

Radnor Day Camp Mission Statement

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

Special Needs Support Staff

Responsibilities of the Special Needs Support Staff include, but are not limited to, the responsibility, safety, and supervision of their assigned camper or group of campers with developmental differences/special needs who require additional support at camp. The Special Needs Support Staff member is also accountable for the overall communication with supervisory staff and parents/guardians related to the progress and development of their assigned camper or group of campers, in coordination with the Camp Director or Assistant Director. The Special Needs Support Staff is supervised by the Director and Assistant Director of the camp, and the Radnor Township Parks & Recreation Department Staff. The Special Needs Support Staff's performance will be monitored and evaluated for the duration of their employment.

Other duties include:

- Effective leadership and enforcement in relating all Radnor Day Camp policies and procedures, including those related to safety, accountability, logistics, health, and daily operations as they impact camp staff, campers, and families.
- Actively participating in all daily camper activities and special events specifically related to the camper or group of campers with developmental differences/special needs to which they are assigned.
- Coordinating the development and promotion of constructive and recreational special needs activities at camp that meet the needs and abilities of the camper with special needs or group camper or group of campers with developmental differences/special needs to which they are assigned. This may be conducted in cooperation with respective supervisors at Radnor Day Camp, the Radnor Township School District Department of Special Education and/or the Radnor Township Parks & Recreation Department Staff.
- Supervising the scheduling and organization of constructive camp activities and contributing input regarding operations associated with the Radnor Day Camp Program as they pertain to the special needs participant(s).
- Coordinating and communicating as needed with Radnor Day Camp Director and/or Assistant Director, Parks & Recreation Staff, and/or parents of special needs participants of Radnor Day Camp as needed.
- Identifying and managing camper concerns, medical or behavioral, and logging these matters appropriately in log books.
- Communicating all respective events, activities, and procedures to participants, parents and staff members accordingly and as needed.
- Assisting in the preparation of all incident reports for record and approval of respective supervisor in cooperation with incident witnesses and incident affiliates.
- Adhering to all Radnor Day Camp personnel guidelines as outlined in the Camp Staff Handbook.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Reporting to and communicating important information in an expeditious manner, such as staff, camper, and camp family matters (for example, disciplinary or medical in nature), and those related to the camp facilities and operations.
- Attending all required staff meetings.
- Depending on the Special Needs Support Staff's interest and availability, they may serve as bus monitors during the daily transportation to and from camp. The Special Needs Support Staff will be expected to arrive at one of the designated bus stops (3 available options, Clem Macrone Park, Warren Filipone Park, or Radwyn Apartments) and will board the bus in the morning with campers to supervise campers on their way to and from camp.
- Fulfill camp-wide positions as needed, particularly on days when their assigned camper is absent.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories of special populations, special needs studies, and childhood education.
- Knowledge of the theories and philosophies of recreation and the ability to interpret and relate them to special needs participants.
- Ability to formulate and administer an effective special needs program to meet the needs of related participants.
- Enrollment in a special needs related curriculum or program with experience in a special needs capacity.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.

Employment Parameters:

- The Special Needs Support Staff is required to work the duration of Radnor Day Camp with no exceptions unless permission is granted prior to the first day of camp. Only under particular circumstances (i.e., emergency, ill health) will the Special Needs Support Staff be granted a leave of absence.
- The Special Needs Support Staff is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- The Special Needs Support Staff's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- The Special Needs Support Staff is required to perform any and all activities associated with the Radnor Day Camp program.

Conditions of Employment/not limited to the following:

- Radnor Township Employment Application including voluntary disclosure statement.
- Work Permit (ages 17 and under)
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
 - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
 - Mandatory, annual background clearance administered through the Township.
 - Mandatory Drug Testing
 - A check of the National Sex Offender Public Website
 - Two reference checks and verification of work history
 - In-person interview by Township Staff including the Township Manager (For all New Hires)
 - In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
 - Mandatory Training Sessions for all Staff Members
 - Current CPR, AED, & First Aid certification (All Staff)
 - Mandatory Completed Paperwork