Day Camp Internship

Internship Summary – Assist in facilitation of outdoor recreation activities and adaptive techniques in a Day Camp setting for children with and without disabilities, ages 6-30.

Location - National Ability Center (1000 Ability Way, Park City, Utah 84060)

Supervisor – Camps & Family Program Manager

Major Tasks and Responsibilities

• Learn to deliver high quality programs through the utilization of techniques and expertise in child behavior, outdoor recreation and adaptive techniques (training provided).
• Assist in providing excellent customer service through communication with parents, caregivers, staff and volunteers on a daily basis, including pre and post event communication loops.
• Assist in coaching participants with and without disabilities (ages 4 – 18) through sometimes challenging programs and social environments.
• Attain ability to problem solve any logistical glitches that may come up during Day Camp.
• Drive National Ability Center vehicles with participants and/or equipment (based on ability and comfort).
• Attend and engage in all required training.
• Learn to load, unload, clean and operate recreational equipment as needed for the program.
• Learn and assist in ensuring that paperwork in regards to attendance, assessments and National Ability Center reporting policies are accurately completed.
• Learn and assist in reporting program and participant successes and concerns to the Camp Supervisor.
• Assist Camp Staff in the supervision and direction of day camp volunteers.
• Assist in set-up of alternative activities and delivery for Day Camp as needed.
• Assist Camp & Custom Group Supervisor in daily, weekly and monthly program plans and communication as needed.
• Assist in input of admin duties as needed up to 15 hours per week.

Qualifications

• Commitment to a positive, fun and team-oriented working environment.
• Working knowledge of National Ability Center policies and procedures (upon training).
• An undergraduate or graduate college student or commiserate professional experience preferred.
• Completion of a Utah State background check.
• Valid driver’s license preferred.
• Basic computer processing skills including MS office required.
• Experience with people of all abilities, programming and safety needs.
• Ability to give and receive feedback in a positive manner
• Commitment to all responsibilities and expectations

• Current Food Handlers Permit for the State of Utah
• Hours and Days – 40 + Hours Training will be scheduled the last week of May/first week of June. Program hours to be completed first week of June - August. Mon-Fri 20 – 40 hrs/wk – requirement for internship. (5 – 15 hours each week will be spent on administrative duties)

Benefits
• This is an unpaid internship. Benefits include access to training, rental equipment, appreciation celebrations, and the opportunity to gain meaningful experience in an adaptive recreation setting.

Intern Signature ___________________________ Date __________

Supervisor Signature ___________________________ Date __________