



## 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:** The National Ability Center, 1000 Ability Way, Park City, Utah 84060

**Supervisor:** Camps & Community Supervisor

### 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 6-30) 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 Leadership team 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
- Design and implement counselor choice activities

### Qualifications

- Commitment to a positive, fun and team-oriented working environment
- Ability to perform in a fast-paced 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 \_\_\_\_\_