



## Camp – Sports & Games Instructor

JOB TITLE: **Camp – Sports & Games**  
DEPARTMENT: **Camp Civitan**  
REPORTS TO: **Program Director**  
FLSA STATUS: **Non-Exempt**  
EEO Classification **09**  
**Safety Sensitive Position**

**SUMMARY:** Under the general supervision of Program Director and Camp Director, provides services to campers with developmental disabilities based on individual service plans and personal care requirements. Distinguishing characteristics of this position: responsible for interacting with and providing a safe environment for campers. Additionally, the Sports & Games Instructor will be responsible for developing the curriculum, instructing campers, and ensuring production of quality weekly sports and games.

The Sports & Games Instructor provides short-term respite care and supervision consistent with the health needs of the camper and/or support or relieves caregivers for the benefit of the camper. Services overview:

***Respite:** Respite is designed for the short-term temporary care of our campers, with the purpose of giving the parents or caregivers a break from the everyday routine of raising a child with special needs. It may take place in the camper's home, in the community, or in the home of the respite provider (with prior authorization only).*

**ESSENTIAL ROLES AND RESPONSIBILITIES:** (Illustrative Only – Work assignments may vary and will be communicated to the employee by the Program Director and/or Camp Director.)

- ◆ Planning and implementation of group sports activities, games, physical education activities, camp performances, and events.
- ◆ Involve and motivate campers during activities while maintaining safety.
- ◆ Provide care and companionship to people with disabilities in order to give primary family campers/caregivers a break from their daily responsibilities.
- ◆ Provide camper training in life skills to increase independence.
- ◆ Reports unusual incidents on proper forms and informs appropriate staff regarding incidents within required time frames.
- ◆ Strictly adhere to the Civitan confidentiality policy and all state and federal laws. Information about the Civitan Foundation and its campers will not be discussed, taken from the premise or divulged outside the agency without prior approval.
- ◆ Acts as an appropriate role model and support in using appropriate language, dress, manners, and respect.
- ◆ Communicates and interacts with campers on an individual and group basis, promoting individual choice, freedoms, responsibility and support for campers;
- ◆ Work all hours as scheduled and report to work on time as scheduled. This position is an overnight position. All camp Instructors are expected to live at camp when they are scheduled to work.
- ◆ Attend staff meetings and trainings required by the Civitan Foundation, Inc.
- ◆ Miscellaneous duties as assigned.

**DESIRED QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The employee must demonstrate empathy and understanding of the challenges faced by disabled individuals. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good communication and interpersonal skills; able to function independently as well as part of a team; able to work with a minimum amount of supervision; flexible; and, able to work effectively with others.

EDUCATION: AA or Bachelors Degree; or (2) years related experience as required for teaching and implementation of physical education or coaching; or any combination of training and experience that demonstrates the necessary skills may be substituted for the aforementioned experience.

ETHICAL CONDUCT: Maintain a high standard of honesty, integrity, and impartiality, free from any personal considerations, favoritism, or partisan demands. Report any inappropriate or unlawful, article 9 violations by any person.

REASONING ABILITY: direct care providers will require the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations. Patience and understanding of working/transporting disabled children and/or adults is a must.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit. The employee must regularly lift and or move more than 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may be exposed to extreme heat during the summer. The noise level in the work environment is usually moderate. Ability to work under stressful conditions that may include dealing with difficult people and handling multiple work assignments.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Eligibility to provide direct care support for Civitan campers requires the following:

- ◆ Current Article 9 certification
- ◆ Current CPR and First Aid certification
- ◆ Valid Level One Fingerprint Clearance Card
- ◆ Additional training and certifications dependant on camper needs.

If transporting campers:

- ◆ Employee must obtain a valid Arizona drivers license or CDL and will carry it with them at all times. A current copy must be inside the employee file.
- ◆ Employee must provide a current year MVR driving record that will meet satisfactory driving history for the insurance provider. A copy of MVR for the last three years must be inside the employee file.
- ◆ Employee must provide automobile insurance card and registration.
- ◆ Employee must assist camper to enter and leave vehicle, assist in buckling seat belts as needed, use wheelchair lift as needed, load and unload baggage, wheelchairs, walkers, and other items, and perform other duties as necessary.
- ◆ Employee must perform a vehicle sweep to ensure no person is left behind, every time camper is transported.
- ◆ Employee must conduct themselves appropriately and professionally and obey all laws of the Arizona Vehicle code.
- ◆ When transporting, employee is expected to follow all Civitan Foundation corporate policies and procedures.

**OTHER REQUIREMENTS:**

- ◆ Must be at least 21 years of age, 21 years of age if required to drive a Civitan vehicle.
- ◆ Must be fully ambulatory and able to lift campers (a minimum of 50 pounds.)
- ◆ Must be able to assist camper (involves many physical activities, including but not limited to, kneeling, reaching, stretching, bending, etc., and the use of household cleaners.)
- ◆ Must be able to demonstrate competency in the following areas: operate an agency transport vehicle; manual dexterity to keep documentation records; able to visually and auditorily monitor campers; perform crisis intervention techniques to prevent behavior harmful to the campers or others; assess and provide behavior management in crisis situations and call for assistance if needed; and able to physically perform First Aid/CPR.
- ◆ Required to pass a criminal/background check in accordance with Arizona Revised Statute 36-594 utilizing information on form DD-258 and fingerprint check.
- ◆ Must satisfactorily complete all comprehensive training programs within the required timelines.

The classification specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

I have read and understand the job duties and responsibilities for this position. This Form indicates specific job duties that will be used as performance evaluation and improvement guidelines.

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**Signature Page**

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Employee Name - Print

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Employee Signature

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Date

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Supervisor's Name - Print

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Supervisor's Signature

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Date