



Job Title: **Buddies Class Instructor**
Classification: **Contractor - Professional Faculty**
Reports to: **Buddies Coordinator**

Position Purpose:

The Buddies Class Instructors provide quality instruction to campers ages 5-11 enrolled in the Buddies program at Camp Yakety Yak, with the support of the Buddies SLP. Lessons taught may target social skills, emotional regulation skills, classroom skills, participation/play skills, functional communication, AAC & joint attention skills for campers with a variety of disorders and developmental delays.

Essential Job Functions:

- Attend all dates associated with a Professional Faculty staff member:
Prep Days: June 30, July 1, 2, 3 (some prep and planning time may be arranged to be done from home)
- Buddies Staff may have slightly different days/hours on occasion based on camper needs and needs of the instructor team.
- Demonstrate professionalism in all interactions with staff, campers and families; be a role model to campers and staff in your attitude and behavior; follow the Camp Yakety Yak Code of Conduct
- Review camper files before camp begins and assess each child's need for support in social, emotional, behavioral, health/medical and communication needs. Coordinate with the Buddies Coordinator and Camp Director about 1:1 support that is assigned to every Buddies camper.
- If one of the Instructors is not a speech-language pathologist, collaborate with the camp SLPs to provide a comprehensive service program to campers including these components:
 - Using the curriculum suggested by the Buddies Coordinator, create and implement engaging lessons for campers at varying abilities with an emphasis on the weekly camp theme
 - Utilize positive classroom management and individualized behavioral support systems.
 - Provide necessary scaffolding, such as the use of visuals, to maximize learning opportunities for a wide variety of camper skills and abilities
 - Provide opportunities for expanding camper communication skills
 - Provide direct instruction and opportunities for Explorers to be leaders in the general camp (ie specific camp jobs, assisting in classes, modeling appropriate behavior during lunch, recess, etc., supporting at assembly)
 - Prepare schedule of daily activities for program and individual campers, as

- appropriate, including Explorers staff lunches and breaks and campers' personal care.
- Track camper progress and areas of challenge and develop new teaching strategies if challenges are not improving
- Participate in writing Camper Participation Reports (CPRs) for all campers in the Buddies Program; review comments written by student staff and provide any additional recommendations from the field of special education
- Complete all material preparation for class or request prep assistance from the Staff Support Team (through the Camp Director).
- Complete or assist in the completion of all Incident Reports as needed for aggressive behavior, accidents or injury and submit daily at the end of the day to the Camper Support Team Table
- Provide basic first aid, such as applying ice packs and band-aides, and alert camp nurse if greater assistance is needed
- Supervise/mentor SLP and OT Graduate Students and SLPA Undergraduate Students in lesson planning, instructing and data tracking, as well as other educational skills
 - Provide input to the Buddies Coordinator/SLP who will conduct individual mid-term and final review evaluations with any students with additional feedback provided by other Professional Faculty members.
 - Provide feedback to the Camp Director regarding staff member's ability to receive suggestions or constructive criticism and make changes as needed.
- Communicate with parents as needed regarding communication needs; be available at camper drop off and pick up to provide consultation. Only Buddies Instructors, Buddies SLP or the Buddies Coordinator may communicate with parents.
- Manage a budget for class purchases (\$200/4-weeks). Purchases can happen in three ways:
 - Utilize supplies already owned by camp to the greatest extent possible
 - Purchase supplies for class with by submitting an Amazon request list with quantity needed to the Director
 - Purchase supplies on your own and get reimbursed by the Director of Operations. Retain and submit receipts weekly.
 - \$200 prepaid Visa gift card available by request, you must turn in all receipts and the card at the end of camp
- Collaborate with the Buddies Coordinator any areas of concern relating to individual camper and camper team learning, communication, social-emotional skills and behavioral needs; consult with Camp Nurse about campers' medical/health needs
- At the end of camp season, update the camp manual associated with your role with additional details to assist next year's staff. This can include photo examples, document links and other detailed descriptions, suggestions or clarifications.

Qualifications: *(Minimum Education and Experience, Knowledge, Skills and Abilities)*

- Small and large group instructional experience
- Bachelors or Masters degree in Special Education or related field preferred
- Received training in reducing the need for and implementing restraints if camper is a danger to self or others (OIS, Pro-Act) preferred
- Ability to lift/hold 50 pounds in event of restraint
- Ability to work within a budget

- Excellent communication skills
- Technology skills or ability to learn classroom technology station consisting of iPads/projectors
- Pass a criminal history background check and reference check
- Health insurance coverage is required for all staff at Camp Yakety Yak

Heather Eason, Director: _____ Date: _____

Hiree Name : _____ Date: _____

Hiree Signature: _____ Date: _____

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