



Position Description

Revised 6.4.25

Summer Camp Support Staff

Behavior Consultants Inc. holds a social skills/daily living skills camp each summer for individuals with various diagnoses and skills. Camps are small in size, ranging from 4-8 individuals in each age group with high staffing ratios. The daily camp schedule is structured to include games, lessons and activities pertaining to a specific topic (greeting others, joining a group, bullying, etc.), crafts, food preparation, and outings. Most of the camp is held indoors but there are some activities (water play, crafts) that are outdoors for short periods of time, weather permitting.

Behavior Consultants Inc. provides ongoing services in Applied Behavior Analysis (ABA) throughout the year, however camp support staff will not receive training in specific procedures of ABA, or in managing challenging behaviors and will not be responsible for these tasks. Training in general prompting procedures, and appropriate responding to non-physical behaviors (i.e. perseverative vocalizations) will be provided, if needed for the students assigned. Assignment of students/tasks will take into consideration the needs of each individual and the training of each staff. Some basic data collection may be required, in which training will be provided.

Dates of camps:

Session 1: 6/23/25-6/27/25

Session 2: 7/21/25-7/25/25

Session 3: 8/18/25-8/22/25

Hours:

During Camp Weeks: Mon, Tues, Wed, Fri 8:30-2; Thurs 8:30-4:30

*Availability Mon-Fri is preferred, however not required if communicated in advance

*Availability for all 3 sessions is preferred, but not required

*Some time outside of camp weeks will be required for meetings, training, etc., and will be scheduled around staff's availability

Duties

1. Participate in camp activities, engaging students/clients in active participation
2. Prepare materials for activities
3. Assist in clean-up of activities throughout the day and at the end of camp
4. Complete tasks, as assigned, by the Board Certified Behavior Analyst (BCBA) on-site, which are within the training-scope of staff
5. Complete training in and adhere to the company's HIPAA policy guidelines.
6. Attend scheduled meetings, as requested, to review and complete camp training needs and expectations

Learn | Grow | Achieve

10327 Grand River Rd, #401 Brighton, MI 48116

(800) 787-5118 | Fax (734) 944-8140

www.BehaviorConsultantsInc.com

Qualifications

1. High School Diploma or equivalent
2. Experience working with kids preferred
3. Experience working with diverse populations preferred, but not required
4. Effective time management and organizational skills
5. Ability to pass a background check for criminal history

Core Competencies

Communication:

Effectively exchanges information and ideas in a clear, concise manner appropriate for the audience.

- Oral (both internal and external customers)
- Written (session note summary, internal and external communications)
- Informing (recognizes relevant information to be passed on and appropriately delivers information)

Customer Focus:

Gives high priority to customer satisfaction by making efforts to listen to and understand the customer (both internal and external), anticipates customer needs, and exceeds expectations of the customer.

Interpersonal Effectiveness:

Values all co-workers and all customers; relates well with others; builds rapport and effective relationships; brings issues and goals into the open; effectively explores alternatives to reach desired outcomes and contributes to effective team output by cooperation, participation, and commitment to shared vision and goals of the company.

- Teamwork
- Relationship building
- Conflict resolution
- Relates well with all kinds of people

Management of Self:

Aligns individual goals with business objectives; looks to add value with each activity; sets high standards of performance for self; takes responsibilities for actions and decisions and seeks opportunities to improve individual performance and reach full potential.

Management of Work:

Identifies activities to be accomplished to reach goals; adheres to assigned tasks, establishes task priorities and uses time efficiently to complete those tasks. Meets or exceeds productivity standards assigned to position.

Problem Solving/Analysis:

Identifies and recognizes problems, causes and alternative solutions. Makes timely and sound decisions.

Functional Competencies

Follows all protocols, as intended, for all individuals assigned. Training will be provided in data collection and HIPAA procedures.

Learn | Grow | Achieve

10327 Grand River Rd, #401 Brighton, MI 48116
(800) 787-5118 | Fax (734) 944-8140
www.BehaviorConsultantsInc.com