**Summer Camp Buddy Program Coordinator**

**Service Site:** Pattison’s Academy

**Service Site Address:** 721 Wappoo Road Charleston, SC 29407

**Site Supervisor/Title:** AmeriCorps Director

**Service Position Type:** Reduced Half Time (675 hrs)

**Term of Service:** January 1 - July 31, 2024

**Average Weekly Service Hours:** 20-25 hrs a week

**Program Overview**

Pattison’s Academy is a nonprofit with the mission to unlock the potential of individuals with disabilities and empower their families. Located in Charleston, South Carolina, we provide individualized, comprehensive, year-round programing for children with disabilities through our charter school, summer camp, therapy services and early intervention services. Our collaborative model puts the child at the center of care and surrounds them with a team of specialized supporters. By consolidating their care network, we provide one-stop to the tools necessary for the child to unlock their potential.

**AmeriCorps Member Position Overview**

The Buddy Program will serve up to six children ages 3-13 who have mild intellectual disabilities. The Buddy program intertwines with Pattison’s Academy’s regular summer camp and provides opportunities for social, emotional, and therapeutic activities with other campers who have disabilities.

Summer Camp Buddy Program Coordinator, in collaboration with their team, will design and implement the Buddy Program. They are responsible for the facilitation and coordination of daily programmatic activities and field trips. They are responsible for the day-to-day support the campers need for a positive and successful experience.

**Minimum Qualifications**

* Be at least 17 years of age or older
* Have or be working towards a high school diploma or its equivalent
* Be a citizen, national, or lawful permanent resident alien of the United States
* Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

**Essential Functions**

* Complete training and competencies with nursing staff on daily health needs, nutrition, administration of tube feeding, and seizure protocols.
* Collaborate with Camp Director and Pattison’s staff to create the Buddy Program design and curriculum for the summer
* Communicate with families leading up to and during camp for inquiries, updates and support
* Collaborate and coordinate with Buddy Program team on implementation of daily programming and activities
* Create deliverables for families to utilize outside of school and camp
* Attend scheduled AmeriCorps professional development and training days when direct service is unavailable to service member

**Additional Responsibilities**

Although not essential position functions, the Buddy Program Coordinator service member may be responsible for the following as needed:

* Support Pattison’s Academy staff with toileting and changings of students and campers
* Support  Pattison’s Academy staff with lifting, repositioning, and transporting students and campers
* Participate in outside service activities approved by the Program Coordinator

**Physical, Emotional, and Intellectual Demands**

The following competencies are important in helping the AmeriCorps Member perform the essential duties of this position successfully:

* Flexibility – The ability to adjust to and thrive in a complex and changing environment; handles challenges with care and thoughtfully responds in the face of adversity or conflict.
* Ability to Work Independently – The ability to be a self-starter and accomplish tasks independently and without constant direct supervision
* Ability to Multi-Task – The ability to handle multiple tasks and assignments; prioritizes more critical functions while maintaining a good handle on others; reports promptly any barriers to task completion and allows ample opportunities for a supervisor to adjust deadlines
* Results-Oriented Thinking and Behavior – A genuine concern for effectiveness.  Possesses the desire to get the service done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
* Awareness and Sensitivity to the External Environment – Situational awareness; is aware of the organizations that they represent, including the United Way Association of South Carolina, South Carolina Service Commission, AmeriCorps, and the host site's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of those organizations.
* Physical Activities:
* Manual Dexterity: Picking, pinching, typing, or otherwise serving, primarily with fingers rather than with the whole hand or arm as in handling.
* Communicating: Expressing or exchanging ideas. Activities must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
* Listening: Ability to receive detailed information through appropriate communication.
* Lifting/repositioning: with correct body mechanics, ability to lift up to 50lbs independently and ability to lift up to 80lbs with assistance from other staff or service members and
* Mobility: Ability to move and navigate the service site for long periods of time
* Visual Acuity: Member must have close visual acuity to perform an activity such as:  preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
* Service Conditions: Member is subject to both inside and outside environmental conditions.

**Benefits**

* The living allowance for this position is distributed on a twice a month basis (the 15th and last day of each month) and may not exceed **$8,181** for the term of service.
* This position is eligible for an Education Award up to **$.** **2,626.27**

*For additional information on the education award, please visit* <https://americorps.gov/members-volunteers/segal-americorps-education-award>

* Opportunities for professional development and training

**This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**