

INTEGRATION COORDINATOR

Revised May 07

ACCOUNTABILITY

The IC is accountable to the DCM prior to encampment and to the SPD during camp.

QUALIFICATIONS

- Experience working with individuals with disabilities.
- Experience with the CwM Integration Program
- Compassion for and sensitivity to special needs campers
- Must be physically capable of performing the duties assigned.
- Minimum 19 years of age.
- Preferably one year of college education or the equivalent in experience significant for camping.

RESPONSIBILITIES

Summary: The IC is responsible to facilitate optimum conditions for special needs campers to have a successful camping experience by becoming familiar with their needs and by equipping summer staff to provide appropriate care to integration campers.

Specific Responsibilities

Pre-summer tasks

- The IC must work within camp policies and procedures
- Innovations must be presented to the DCM or SPD for approval
- Reading: CWM Integration Resource Binder, past IC reports; Inclusion Manual, History of Integration
- Screen **all** registrations for special needs applicants
- Assess whether or not special needs exist and whether or not these needs can be accommodated by CwM staff and program
- place new and returning special needs applicants
- Provide information on special needs campers to camp staff through reports, training sessions and 1-1 communication, e.g. hygiene, dressing, meals, communication
- Provide program adaptation suggestions for specific campers, e.g. activity areas, Bible, campout, evening recreation
- Give presentation at STW on Integration, training staff to identify and deal with various special needs and training staff on appropriate attitudes, helping staff overcome their fears
- Prepare or update integration resource binders for each camp and office copy
- Provide inclusion training for ML and K Integration Counselors
- One on one workers: Provide orientation materials about CWM expectations, clarify expectations and possible disciplinary procedures with agency.
- Assist in preparation and delivery of ADV program as time permits:
 - Interview or arrange for interviews of **new** applicants (by phone)?
 - details elsewhere in this doc
- Attend pre-summer leadership meetings as requested by DCM.
- cull and organize past files as per instructions below

At camp

- Supervise and assist staff who are working with special needs campers
- Relieve 1-1 workers daily
- Gather post-camp feedback from the Integration Counselors
- Call Moose Lake and Koinonia once during the week

Post camp

- Write end of summer report on Integration Program
- Send end of summer letters where required, e.g. campers who can come back with or without certain conditions, campers who are too old to return
- Organize IC manual paper files for next IC
- Organize electronic files for next IC, using categories provided by DCM