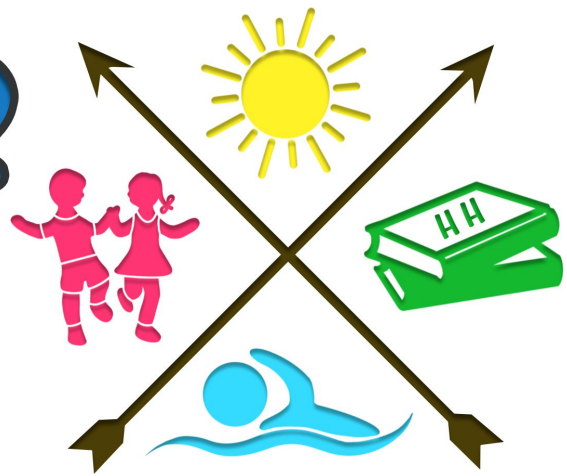


HARBOR HAVEN



WHAT ARE YOU DOING THIS SUMMER?

JOIN OUR TEAM!

WE ARE HIRING!

WHY SPEND YOUR SUMMER WITH US?

ABOUT HARBOR HAVEN

Harbor Haven was created in 1996 to provide children with special needs the opportunity to experience the magic of summer camp with the supports they need. Today, Harbor Haven is 7 weeks of summer fun for many campers across northern New Jersey. Within the fun and exciting environment of camp, our primary purpose is to support each camper in the areas of: social and group skills, language/communication, behavior, academics, and fine/gross motor skills. We want each child to experience success, thereby building confidence and positive self-esteem. As a member of our camp team, you play an essential role in each camper's summer experience! The experience and memories gained from a summer at Harbor Haven are incomparable and last a lifetime.

CONTINUE READING FOR MORE INFORMATION AND WHAT WE'RE HIRING FOR
SOCIAL SKILLS SPECIALIST INFORMATION PREPARE FOR YOUR INTERVIEW



WHO REALLY MAKES CAMP MAGIC HAPPEN? DIVISION SUPERVISORS

summer salary

\$3,400

*ADDITIONAL COMPENSATION FOR WORKING PRE CAMP SET UP (OFFICE HELP AND/OR PHYSICAL SET UP)

2023 dates

ORIENTATION WEEK: JUNE 19TH-23RD

FIRST DAY OF CAMP: JUNE 26TH

LAST DAY OF CAMP: AUGUST 11TH

PRE CAMP SET UP (OPTIONAL): WEEK OF JUNE 19TH

5 HOURS OF CAMP PACK UP: AUGUST 11TH OR 12TH

CLOSED ON JULY 4TH

HOURS

MONDAY - FRIDAY

MORNING MEETING STARTS: 8:15 AM

AFTERNOON MEETING ENDS: 4:30 PM

PHONE CALLS TO PARENTS OUTSIDE OF CAMP HOURS AS NEEDED.

LOCATION: 1418 PLEASANT VALLEY WAY WEST ORANGE NJ (GOLDA OCH ACADEMY UPPER SCHOOL)

WHAT ARE THE BASICS OF THIS POSITION?

JOB DESCRIPTION:

The general **division supervisors** are teachers or college graduates going into the field of education, who have had experience with children with disabilities. The supervisor oversees an age division consisting of 3-4 groups of campers and many counselors. Supervisors speak to parents and work closely with counselors, specialists, therapists, and directors to make sure all their campers' are supported appropriately. Supervisors also provide training and support to counselors. The supervisor has some extra pre-camp training and makes pre-camp phone calls to parents. Supervisors help to ensure each child in their division has an awesome summer at camp while working towards their goals and accessing the support they need.



Bright Beginners Supervisor (ages 3-5) oversees one group of up to 10 campers and 2-3 assistant counselors. As the supervisors speak to parents and work closely with counselors, specialists, therapists, and directors to make sure all their campers' are supported appropriately. They will also provide training and support to counselors in their group. They are also responsible for planning some instructional activities for campers that align with goals from the IEPs/educational surveys provided. They also may be required to write a short report for campers at the end of the summer.

Life and Travel Quest Program Supervisor (ages 16 -18 - life and job skills focused camp day) oversees about 10 campers and 1+ counselors. The LIFE skills program is for young adults between 16 & 18 who have mild disabilities and it focuses on learning and practicing life and job skills the campers will need as they get older. The LIFE supervisor will be responsible for planning and teaching lessons that follow the curriculum provided. Lesson areas consist of Math, Reading/Writing, Daily Living Skills, and Job/Employment skills. They will also go to other camp activities with your group and support your campers as needed during the activities. *Must be 21 years+

WHAT IS EXPECTED OF A SUPERVISOR?

SUPERVISOR EXPECTATIONS

- Attend pre camp trainings.
- Attendance each day at camp is mandatory to help maintain consistency.
- Make contact with parents before, during, and after camp as needed.
- Support both the counselors and campers in their division.
- Work closely with the directors, parents, counselors and campers.
- Provide training to the counselors in their division.
- Handle minor behavioral issues and advocate for the proper support for the campers in their care.

WHAT ARE THE SKILLS NEEDED FOR SUCCESS?

PREFERRED SKILLS:

- Great communication skills with children of various ages as well as with coworkers
- Exhibit kindness, patience, and compassion
- Certifications in relevant areas (counseling, psychology, teaching, social work)
- Ability to manage groups of counselors and campers in a positive manner.



SO YOU WANT TO BE PART OF OUR TEAM?
PREPARE FOR YOUR INTERVIEW

IMPORTANT EMAILS

info@harborhaven.com

Kristie@harborhaven.com

Jessie@harborhaven.com

PHONE NUMBERS

Office: 908-255-1052

Kristie: 908-255-1351

Jessie: 908-255-1349

VIRTUAL INTERVIEWS

- Look for an email or **Google Calendar** invite with a **Google Meet** link prior to your interview date.
- If you have any scheduling issues arise or difficulty accessing your google meet link let your interviewer know ASAP via email or phone.

HOW CAN YOU PREPARE?

TIPS & TRICKS

- Be on time for the interview. If you run into any conflicts let your interviewer know ASAP via phone or email.
- Be prepared to speak about what brought you to Harbor Haven and your experience with children, specifically children and young adults with disabilities/special needs.
- If you have any conflicts with the camp schedule please let your interviewer know if you have not done so already.
- Be prepared with any questions you have about the position(s) you are applying for.
- Please review the general information about camp as well as the expectations and description of the position(s) you are applying for. (Links below)

QUICK LINKS:

[HARBOR HAVEN WEBSITE](#)

[HARBOR HAVEN INSTAGRAM](#)

[HARBOR HAVEN FACEBOOK](#)