



### **Job Description: Supervising COMS**

The Northwest Association for Blind Athletes provides life-changing opportunities through sports and physical activity to individuals who are blind and visually impaired. To learn more about our organization, please visit [www.nwaba.org](http://www.nwaba.org).

**Job Summary:** Reporting to the Camp Spark Co-Directors, the Camp Spark Supervising COMS will deliver camp programming directly to children and youth with visual impairments at Camp Spark. The supervising COMS will serve as a mentor, coach, instructor and role model to O&M interns throughout all sessions they are working.

### **Responsibilities**

- Plan and implement instruction in orientation and mobility for campers and staff with visual impairments
- Mentor and coach O&M interns through camp experience and complete all assignments related to supervising
- Assist group leaders and counselors with campers as needed
- Complete O&M assessments alongside O&M interns
- Assist with daily living skills and instruction of campers as needed
- Assist with camp activity implementation as needed
- Provide excellent customer service to athletes, team members, partner agencies, and families with high levels of professionalism at all times
- Other duties as assigned by Camp Spark Co-Directors or Executive Director

### **Required Expectations**

- Adhere to high professional standards at all times
- Set a good example in all you do at camp
- Be timely in completing all pre-session planning and communication
- Demonstrate high levels of skill independently in assigned specialty areas
- Demonstrate high levels of professionalism at all times
- Refrain from possessing and using legal and illegal recreational drugs, tobacco, and alcohol during agreed upon term
- Must be a certified orientation and mobility specialist in good standing with ACVREP and able to supervise orientation and mobility specialists in training as determined by ACVREP
- Be at least 19 years or older
- Must be able to pass background checks including a check of the National Sex Offender Registry
- Ability to be highly active and able to engage physically for 12-14 hours daily



- Ability to self-direct and work well without constant supervision
- Ability to demonstrate high levels of enthusiasm, energy, and initiative at all times
- Ability to demonstrate excellent oral and written communication skills
- Experience and intermediate skill in MS Excel and Microsoft forms
- Ability to lift and carry up to 40lbs, including tandem bikes, kayaks, and other adaptive equipment on a regular basis
- Experience working with individuals with visual impairments or other physical disabilities
- Ability to receive and implement feedback professionally
- Must have access to a laptop, computer, or tablet with Microsoft Excel and experience with Microsoft forms during sessions

## Sessions

- Supervising COMS are expected to commit to being on duty 24/7 during the time that camp is in session
  - Camp Spark Summer Sessions (Stipend provided):
    - Session 2: July 3-11, 2025 – Linfield University, McMinnville, OR
    - Session 1: July 12-18, 2025 – Linfield University, McMinnville, OR
    - Session 7: August 6-12, 2025 – Hull Foundation, Sandy, OR
  - Additional Sessions Available (Volunteer Position):
    - Session 6: 4:00pm on February 14 to 2:00pm on February 17, 2025
      - Hull Foundation, Sandy, OR
    - Session 4: 4:00pm on February 28 to 2:00pm on March 2, 2025
      - Mt. Hood Kiwanis Camp, Rhododendron, OR
    - Session 5: 4:00pm on April 25 to 2:00pm on April 27, 2025
      - Camp Namanu, Sandy, OR
- Supervising COMS do not need to work all sessions but are encouraged to apply to all that they are available for
- Complete all virtual orientations preceding sessions. Information about virtual orientations will be provided prior to the start of the session(s).
- Attend all in-person orientations for the sessions they are working
- In-person orientations will be as follows at the same location as the session:
  - For staff working either session 2 and/or session 1:
    - July 3-6, 2025
      - Staff not working session 2 will attend virtually by watching recording prior to coming to camp
      - All staff will have time off on July 4 2PM – July 5 8AM
  - For all staff working session 1:
    - July 12-13, 2025



- For all staff working session 7:
  - August 6-8, 2025

### **Desired Knowledge, Skills, and Abilities**

- Past experience with leading recreation or sports programs, with a specific emphasis on track and field, captaining a tandem bike, swimming, goalball, and soccer
- Past experience teaching O&M with school-aged youth
- Ability to captain a tandem bike
- Pre-professional or professional experience in visual impairments, physical education, or physical activity
- Current First Aid card and CPR training

### **Compensation**

- Stipend will be provided for sessions 1-2 and 7, commensurate with experience
- Sessions 3-6 are volunteer positions
- Room and board will be provided during the time that camp is in session for all sessions
- Specialists will have some time off between sessions
- Seasonal:
  - Summer sessions. All summer sessions start at 2PM on the first day of the session and conclude at 2PM on the last day.
    - Session 2: July 3-11, 2025
    - Session 1: July 12-18, 2025
    - Session 7: August 6-12, 2025
      - Lodging will be provided for the following date ranges:
        - July 3-18, 2025
        - August 6-12, 2025
  - School year positions. These positions are volunteer. These positions start at 4PM on the first day of the session and conclude at 2PM on the last day.
    - Session 6: Feb. 14-17, 2025
    - Session 4: Feb. 28-March 2, 2025
    - Session 5: April 25-27, 2025

### **Application**

- For consideration, please complete the staff initial application:
  - <https://nwaba.org/programs/camp-spark/camp-staff-information/>
    - Complete application, including professional references and one completed professional recommendation form



- Complete interview process

### **Contact Information**

- Kirsten French, Programs Manager, Camp Spark & Sports Adaptations
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