

Department:

Parks Recreation and Culture

Purpose of the Position:

The Day Camp Resource/Inclusion Leader is responsible to assist in the delivery and supervision of recreation and Day Camp programs offered by the Department of Parks, Recreation and Culture; ensuring compliance with HIGH FIVE® standards, the Health and Safety Regulations; and Municipal Policies and Procedures.

Responsible to:

Supervisor, Recreation and Culture
Recreation Program Coordinator

Supervises:

None

1.0 RESPONSIBILITIES:

(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).

- 1.1 In cooperation with the Senior Team Leader, Recreation Program Coordinator and Supervisor Recreation & Culture provide input on development of, promotion and delivery of programs (relating to participants with special needs).
- 1.2 Prepare and implement staff training related to program adaptation, integration and behaviour management strategies.
- 1.3 Interact with participants in a positive and professional manner in the delivery of the program; incorporate the principles of HIGH FIVE ® regarding healthy child development and be aware of and work with the special needs of participants; research information on working with persons with special needs to broaden understanding and provide applicable assistance.
- 1.4 Provide feedback to camp staff and/or Recreation Program Coordinator regarding program and participant integration.
- 1.5 Minimize inappropriate behaviour using learned techniques and acquired skills.
- 1.6 Develop individualized tools and management strategies for identified program participants, involving consultation with parents/caregivers, community organizations.
- 1.7 Evaluate and assess the needs of participants based on written and verbal information provided to ensure the necessary program adaptations and modifications are implemented.

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- 1.8 Provide assistance to and interact with participants ensuring safety, integration and participation of all children.
- 1.9 Comply with the Child Guidance and Child Abuse Policies as outlined at staff training.
- 1.10 Assist other staff leading programs and assist in the guidance and supervision provided to Volunteers.
- 1.11 Assist the Senior Team Leader and Recreation Program Coordinator with the evaluation of staff and volunteers.
- 1.12 Act as the liaison between the parent, child, Summer Day Camp staff and the Recreation Program Coordinator
- 1.13 Advise the Summer Day Camp Senior Team Leader and/or Recreation Program Coordinator of any problems related to equipment, programs or public inquiries and shall report any unacceptable behaviour to the Recreation Program Coordinator.
- 1.14 Resolve operational conflicts in a swift professional manner taking into consideration operations, procedures, customer service standards and consultation with the Summer Day Camp Senior Team Leader or Recreation Program Coordinator.
- 1.15 Adhere to high standards of ethical behaviour and demonstrate understanding that personal actions impact the public's perception of the Municipality.
- 1.16 Perform other duties as assigned by the Recreation Program Coordinator or designate.

2.0 KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- 2.1 Currently enrolled in or completed education in a related field, i.e. Social Services, Child and Youth Worker, Nursing, Personal Support Worker, Teacher or related experience.
- 2.2 Standard First Aid, CPR "C" with AED or willing to obtain
- 2.3 Experience working with children and youth with special needs.
- 2.4 Previous volunteer and/or previous experience in a camp or similar setting.
- 2.5 HIGH FIVE ®: Principles of Healthy Child Development or willing to obtain.
- 2.6 Non Violent Crisis Intervention preferred.

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Skills and Abilities

- 2.7 Verbal communication skills including courtesy, tact and explanation.
- 2.8 Creativity and enthusiasm.
- 2.9 Responsibility driven and maturity.
- 2.10 Patience and dedication.
- 2.11 Problem Solving and Initiative.
- 2.12 Interpersonal skills.

3.0 OTHER

- 3.1 Valid and satisfactory Vulnerable Sector Check.
- 3.2 Able to commit to the full term of employment and be available Monday to Friday from 7:00 a.m. to 6:00 p.m.

4.0 WORKING CONDITIONS:

- 4.1 Indoor and outdoor work environment.
- 4.2 Standing, sitting, running, jumping, dancing etc. associated with active participation in sports, activities and games required.

Employment Terms:

Position:

May to August

Compensation:

\$16.87 per hour

Application process:

Please submit your cover letter/resume on or before **Sunday, April 30, 2023** at: [Careers - Municipality of Port Hope](#) , View Job Opportunities + Apply Online

Interviews:

Applications will be reviewed, and interviews may be scheduled prior to the job posting closing date.

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.