

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title:	Day Camp Inclusion Worker
Department:	Recreation
Report to Title:	Children's Programs Coordinator
Revision Date:	January 2019

Position Details:

Position Status:	Part Time
Normal Work Period:	Early May – Late August
Normal Workweek:	30-40 hours (weekdays)*
Normal Workday:	Days (7:30am – 5:00pm)*
Pay Method:	Hourly (direct deposit, bi-weekly)

*Based upon the number of camp registrations

Scope of Position:

To carry out the Day Camp program in Palmerston, Harriston and/or Clifford. The Day Camp Inclusion Worker is responsible for ensuring the safety and development of participants and staff, as well as, implementing fun, educational and safe camp programs.

Primary Responsibilities:

- a) Ensure the safe and efficient operation of the Day Camp program
- b) Ensure the Day Camp program is run in a professional manner
- c) Health and Safety

Specific Responsibilities:

A- Ensure the Safe and Efficient Operation of the Day Camp Program

1. Meet with Children's Programs Coordinator to review and provide comment regarding daily program plans
2. Participate in initial visits with for children with special needs who will be participating in the Day Camp Program. The purpose is to learn about the disability, what the child likes to do, does do and for the child to meet the leader. Document information about the child's support needs (i.e. Does the child need physical assistance, verbal prompts or reminders when getting changed for swimming)
3. Responsible for modifying camp activities for the child with special needs and to advocate for the development of inclusive activities throughout the camp, ensuring the child will be included in all activities and be able to be successful despite the disability
4. To work in a ratio that best suits the child(s) needs (either 1:1 or 2:1). Provide assistance to them when needed (i.e. Feeding, changing for swimming, washroom, etc.)
5. Weekly updates to staff on children with special needs

6. Complete daily and weekly forms and required paperwork including daily log of child's activities and behaviours at camp
7. Execute daily program plans for each day of camp
8. Attend special events for the season as required
 - i) 2-3 Bus Trips
 - ii) Local trips of interest (i.e. Library, Theatre)
9. Maintain good communication with parents of camp registrants
10. Ensure the safety of camp registrants at all times
11. Practice and memorize all safety and rescue procedures
12. Respond to emergency situations as required (i.e. first aid treatment)
13. Mentor Leader in Training (LIT volunteers) when on site

B-Ensure the Adventure Camp Facility is Run in a Professional Manner

1. Ensure Town of Minto's Day Camp Policy Manual and Day Camp Inclusion Manual is being adhered to at all times
2. Perform administrative duties such incident reports, pay sheets, program evaluations
3. Market and promote Day Camp programs and Inclusion support (i.e. school visits)
4. Maintain a clean and neat program site (indoors and outdoors)
5. Perform daily clean-up duties at Day Camp program locations
6. Wear proper Town of Minto uniforms while on duty
7. Report to work 15 minutes before the start of your scheduled shift
8. Be a positive representative of the Town of Minto at all times

Other duties as assigned by the Children's Program Coordinator

Qualifications*:

1. Minimum of 15 years of age
2. Current Emergency First Aid & CPR B
3. High 5 Principals of Healthy Childhood Development
4. Camps on TRACKS

* Willingness to obtain certain qualifications an asset

Key Skills:

1. Excellent oral and written communication skills
2. Previous day camp or child supervision experience
3. Customer service oriented
4. Previous work with challenging children and/or in special education

C-Health and Safety:

1. Work and act in a way that will not cause personal injury or harm to anyone else
2. Ensure staff work in a way that will not cause personal injury or harm to anyone else
3. Complete the Town of Minto's Health and Safety training for new and young workers including but not limited to safety awareness training, work refusal and WHMIS
4. Familiarization with all contents of the Health and Safety Bulletin Board
5. Participate in ongoing staff training sessions
6. Ensures work site is maintained in a clean and safe manner