



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Inclusion Program Coordinator	<b>CLASSIFICATION:</b> Seasonal/Camp
<b>DEPARTMENT:</b> Community Services	<b>SALARY LEVEL:</b> \$16.50/hour
<b>LOCATION:</b> Various Locations throughout the Township	

### JOB PROFILE:

#### Function:

The Inclusion Program Coordinator is specifically employed to work 1:1 with children and young adults who require additional support.

#### Reports to:

- Recreation Services Supervisor

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Provides one to one supervision of campers.
- Ensures a safe, and comfortable environment for the camper and staff.
- Assists camper in all needs outlined in the camper/parent assessment.
- Works with individuals who are physically impaired, sensory impaired, have speech and language difficulties, are emotionally vulnerable, have behavioural difficulties, or have a combination of these exceptionalities.
- Develops, plans, organizes, and modifies specialty instruction to accommodate the camper to ensure an inclusive camp experience.
- Provides guidance and support to fellow staff, and volunteers to ensure inclusive programming is planned and implemented.
- Models and practices HIGH FIVE®- Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
- Assists with the supervision of Inclusion Camp Counsellors, and performs weekly, mid-summer, and year end staff evaluations.
- Assists with the covering of Integration Camp Counsellor breaks.

#### Education/Experience:

- Minimum of 18 years of age or older.
- Minimum of one (1) year of experience working with children with exceptionalities.
- Excellent communication, programming, and leadership skills.

- Non-Violent Crisis Intervention or equivalent training.
- Valid First Aid & CPR-C Certification.
- HIGH FIVE® certification is considered an asset; Quest 2 certification an asset.

**Conditions of Employment:**

- Required to work outside and follow all operating procedures and safety policies of the Township of King.
- Required to deal courteously and effectively with the general public, staff and other departments.
- Upon hire, completion of HIGH FIVE® Principles of Healthy Child Development, Quest 2, Standard First Aid and CPR-C and submission of a Vulnerable Sector Screening are required.
- Must be available to work all 14 weeks of the contract.
- Hours of work will be between 7:15 AM – 6:00 PM, Monday to Friday.

**Period of Employment:**

***\*\*Please note that the offering of summer camp programs and start date for these positions are subject to the provincial government's pandemic mandates. \*\****

Anticipated: June 6, 2022 -September 2, 2022

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Department Head: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Supervisor (if applicable): \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Incumbent: \_\_\_\_\_ Date Signed: \_\_\_\_\_