



Position Synopsis and Purpose
(a position overview and how it connects to the big picture)

Under the general guidance and direction of the Recreation Inclusion Programmer, and reporting to the Recreation Supervisor, the Inclusion Camp Leader position is responsible for running-day-to-day camp activities for groups of campers with disabilities and/or unique needs at one of the City of Barrie’s camps adapted/integrated camps. This position is responsible for the safety and well-being of campers ranging from 4 to 18+ years of age, primarily on a one to one basis, or within an adapted camp environment. Overall, this position plays an integral role in the delivery of inclusion camp programs at the City of Barrie.



Major Responsibilities
(what this position does and how they allocate their time)

Description	Approximate Time Spent (%)
<p>Program Delivery and Development</p> <ul style="list-style-type: none"> • Assists the Senior Inclusion Camp Leader with: <ul style="list-style-type: none"> ○ The operation and delivery of a comprehensive inclusion camp program as developed by Recreation and Inclusion Services to meet the needs of participants with disabilities and/or unique needs and to ensure adequate safety while facilitating day-to-day camp activities. ○ Instructing and leading day-to-day camp activities including but not limited to games, songs, crafts, and special events. ○ Program planning for a minimum of one half day of camp activities. • Provides guidance and mentorship to Volunteers. • Provides personal care to campers including eating and toileting. • Provides crisis support and responds to behavioural issues in accordance with Behavioural Management System methodologies. • Completes periodic facility scans. 	85%
<p>Customer Service and Administration</p> <ul style="list-style-type: none"> • Assists the Senior Inclusion Camp Leader with various camp customer service and administration duties such as responding to and/or redirecting parent/guardian inquiries and accident/incident reporting. • Represents and promotes the City of Barrie at fairs, community, and school events. • Performs other duties as assigned or as required in accordance with branch, departmental, divisional and/or corporate objectives. 	15%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies,

procedures, and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training

(description of training required in order to perform the major responsibilities)

- Corporate Orientation Training
- Corporate Health and Safety Training
- Recreation Services Departmental Orientation Training
- Standard First Aid, CPR Level C, and Automated External Defibrillator (AED) Certifications

*Attends training, workshops and seminars as appropriate and as required



Minimum Qualifications

(absolutely cannot do without)

Education (degree/diploma/certifications)

- High School/College/University Student*
- Behavioural Management System (BMS) Certification from an accredited institution and/or association**
- HIGH FIVE® Principles of Healthy Child Development Certificate from HIGH FIVE® National **
- Safeguard Training from the Lifesaving Society**
- Standard First Aid, CPR Level C and Automated External Defibrillator (AED) Certifications**
- Satisfactory Criminal Record and Vulnerable Sector Checks**

*Minimum of 16 years of age or turning 16 by the end of the calendar year and must have attended one of the academic establishments listed above the year in which they are applying for employment and/or returning the following year

**Must provide proof by June 30 and/or first date of hire

Experience

- Demonstrated experience providing support to persons with disabilities and/or unique needs

Knowledge/Skill/Ability

- Demonstrated ability to provide personal care to persons with disabilities and/or unique needs
- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission and values
- Basic customer service and communication (oral and written) skills
- Basic computer literacy utilizing Microsoft Office Suite (Excel, Outlook, Word, PowerPoint)



Preferred Qualifications

(the ideal candidate)

Education (degree/diploma/certifications)

- N/A

Experience

- Demonstrated experience working in a camp environment and/or attending camps as a participant

Knowledge/Skill/Ability

- Refer to “Minimum Qualifications”



Work Setting

(description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while
Regular – weekly	

Contact	Frequency	Nature of Interaction
Inclusion Camp Convenor Senior Inclusion Camp Leader	Frequent	Collaborates on branch/department work initiatives; receives advice, guidance and instruction regarding the completion of tasks; collaborates to problem solve; gathers and/or distributes information; responds to inquiries and questions
Inclusion Volunteer	Frequent	Collaborates on branch/department work initiatives; provides advice, guidance and instruction regarding the completion of tasks; collaborates to problem solve; gathers and/or distributes information; responds to inquiries and questions
Recreation Inclusion Programmer	Frequent	Collaborates on branch/department work initiatives; receives advice, guidance and instruction regarding the completion of tasks; receives technical and/or functional advice, guidance and/or explanations regarding inclusion camp related matters; collaborates to problem solve; gathers and/or distributes information; receives required training; responds to inquiries and questions
Campers	Frequent	Provides guidance, direction, and instruction; receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; notifies campers of hazards/unsafe behaviours; provides information regarding recreation camp programs and related matters; collaborates to problem solve; gathers and/or distributes information

Contact	Frequency	Nature of Interaction
Parents/Guardians/Family Members	Regular	Receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; provides information regarding inclusion camp programs; collaborates to problem solve; gathers and/or distributes information
Recreation Supervisor	Occasional	Receives guidance, direction, support and supervision, which includes performance management, discipline and recognition of achievements; receives functional advice, guidance and/or explanations regarding inclusion camp programs; gathers and/or distributes information; receives required training; responds to inquiries and questions
Recreation Facilities Staff	Occasional	Collaborates on department work initiatives; exchanges and explains information; gathers and/or distributes information; responds to inquiries and questions
Recreation Client Services Staff	Occasional	Collaborates on department work initiatives; exchanges and explains information; gathers and/or distributes information; responds to inquiries and questions

Work Conditions

- This position works in a variety of active camp environments which may include exposure to dust, dirt, heat, and noise
- Physical effort required for this position includes frequent standing and/or walking and participating in various activities/games with campers
- Interactions with contacts are generally courteous and collaborative, however can include occasional exposure to rudeness, profanity, and/or behaviourally difficult clients and difficult situations
- Normal hours of work are 40 hours per week with a varying schedule to support business demand



Corporate Values (operating principles that guide all staff conduct)

Strive

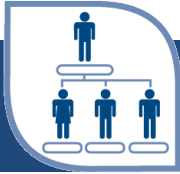
- To exceed customer expectations
- To continually improve the way we do business
- To find creative and innovative solutions
- To stay relevant

Share

- Information
- Resources
- Ideas
- Workload
- Expertise

Care

- About our customers
- About each other
- About the quality of our work
- About keeping our commitments
- About the community



Position Classification
(where this position fits)

Position Title: Inclusion Camp Leader	Division: Community and Corporate Services
Department: Recreation Services	Classification: Non-union (Student)
Branch: Recreation	Reports to (Direct): Recreation Supervisor
Position Supervised Directly: N/A	Positions Supervised Indirectly: Inclusion Volunteer
Effective Date: August 8, 2016	Revision Date: N/A
Equivalency Code: N/A	Hours per Week: 40