



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 Senior Inclusion Camp Leader position is responsible for providing hands-on leadership to staff, volunteers and participants of the City of Barrie's adapted/integrated camps. Specifically, this position participates in the development, planning and delivery of a comprehensive inclusion camp program. This position is responsible for the safety and well-being of up to 20 campers ranging from 4 to 18+ years of age, while leading and coaching up to 10 staff including Inclusion Camp Leaders and Inclusion Volunteers. Overall, this position plays an integral role in the development and 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 Development and Planning</p> <ul style="list-style-type: none"> • Completes a weekly activity calendar and distributes to parents/guardians. • Develops the day-to-day program schedule for campers in accordance with HIGH FIVE® Principles of Healthy Child Development. • Secures or requests equipment/supplies needed for program implementation, as required. • Performs other duties as assigned or as required in accordance with branch, departmental, divisional and/or corporate objectives. | <p>May and June 100%</p> |
| <p>Program Delivery</p> <ul style="list-style-type: none"> • Oversees the operation and delivery of comprehensive inclusion camp programs 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. • Modifies day-to-day program schedule to adapt to the needs of the participants and/or facility changes. • Instructs and leads day-to-day camp activities including but not limited to games, songs, crafts, and special events. • 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 and checks to ensures proper camper supervision and staff-to-camper ratios are maintained at all times. | <p>July and August 60%</p> |
| <p>Customer Service and Administration</p> <ul style="list-style-type: none"> • Performs various camp customer service and administration duties such as camper sign in and sign out, Inclusion Camp Leader evaluations, and | <p>July and August 40%</p> |

| Description | Approximate Time Spent (%) |
|--|----------------------------|
| <p>responding to parent/guardian inquiries.</p> <ul style="list-style-type: none"> Enforces safe arrival procedures and checking ID for safe departure. Completes accident and/or incident reports as required. 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. | |

*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

- Four (4) months of experience performing duties related to the above mentioned major responsibilities in a camp environment
- Demonstrated experience providing support to persons with disabilities and/or unique needs

- Demonstrated experience with child minding and camp programming

Knowledge/Skill/Ability

- General knowledge of various disabilities and/or unique needs
- Working knowledge of camp programming
- Demonstrated ability to provide personal care to persons with disabilities and/or unique needs
- Demonstrated ability to effectively respond to and accommodate individuals with disabilities and/or unique needs
- Demonstrated ability to maintain a high standard of public relations at all times
- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission and values
- Demonstrated ability to exercise discretion and judgement when handling confidential or sensitive information
- Intermediate 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)

- Secondary School Diploma

Experience

- Refer to “Minimum Qualifications”

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 | 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 |

| Contact | Frequency | Nature of Interaction |
|--|------------|---|
| Inclusion Camp Leader 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 |
| Parents/Guardians/Family Members | Frequent | 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 |
| General Public | Frequent | 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 and related matters; 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

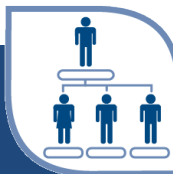
- To exceed customer expectations
- To continually improve the way we do business
- To find creative and innovative solutions
- To stay relevant

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: Senior 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 Camp Leader Inclusion Volunteer |
| Effective Date: August 8, 2016 | Revision Date: N/A |
| Equivalency Code: N/A | Hours per Week: 40 |