

Closing Date: February 9th, 2024 at 11:59 pm

**Camp K Job Posting:
Inclusion Coordinator**

<p>Contract Dates: May to August 2024</p>
<p>Pre-Camp (6 Weeks):</p> <ul style="list-style-type: none">- May 20th to June 28th full time (35 hours) or 6 weeks as coordinated with the Director.- Mandatory pre-camp activities and training in May and June. Dates will be provided at the interview.<ul style="list-style-type: none">- Get to Know You Pizza Night (Wednesday May 8th)- 1 or 2 day Inclusion Training in May (weekend) (dates TBD)- Senior Staff Retreat/Planning Training (May 31st - June 2nd)- BBQ Fundraiser (June 20th afternoon/evening)- Staff Training (June 21st - 23rd)
<p>Camp (8 weeks):</p> <ul style="list-style-type: none">- June 29th to August 23rd full time hours (43.75 hours)- Camp will operate on July 1st- Please note Coordinators must be on site for the full 8 weeks of camp; no time off will be granted between July and August
<p>Hours of Work: Typical hours of work during the camp season (July-August) are Monday to Friday, 8-5 pm (43.75 hours per week). Weekend and evening hours may be required, based on programming needs. Assist with before and after care as scheduled.</p>
<p>Compensation: \$18.25hr</p>
<p>Work Locations: Laurel Creek Conservation Area & St. Andrew's Presbyterian Church</p>

About Us

Camp K is a quality summer day camp program for children 5-13, and provides one-on-one support for children with exceptionalities. We strive to foster a harmonious camp environment that enhances the camper experience by giving them the room to play, explore, grow and be their authentic selves in a safe space. We invite you to check out our website for information on our Inclusion Program here <http://www.campk.on.ca/inclusion-program>.

Position Description

Reporting to the Camp Director, Camp K is seeking an Inclusion Coordinator to be responsible for ensuring the inclusion of campers of all abilities and needs in summer programs. This position will be responsible for supporting staff and campers of all abilities, focusing on developing a welcoming environment designed to foster friendships and promote social interactions. The Coordinator will be responsible for removing program barriers, liaising with parents/caregivers and campers and ensuring Inclusion Facilitators are equipped with the information, skills, and supplies they need to provide support.

Responsibilities:

- Assist Camp Director with Staff interviews and hiring.
- Assist the Camp Director in the development and delivery of staff training. The Inclusion Coordinator, along with the Director, is responsible for developing and/or organizing inclusion training for all staff and Inclusion Facilitators training program.
- Assist in planning and attend mandatory pre-camp activities (BBQ Fundraiser, Camp Commissioning, etc.).
- Attend Camp K Committee meeting(s) as needed.
- Facilitate the intake process of campers with inclusion needs: meet with parents/caregivers in advance of camp to complete required documentation, gain a better understanding of campers' individual needs and create accommodation plans as needed.

- Develop an incident reporting and tracking system for camper behaviour needs and ensure proper record keeping of information throughout summer.
- Update external/private support worker package and assist with the integration of support workers.

- Research and prepare information for Counsellors on needs of campers and act as resource person for camp regarding inclusion issues and behaviour management and strategies.
- Support Camp staff and Leaders in Training with program adaptations or alternative program options.
- Support and assist with the execution of all aspects of the camp setting: program set up and take down, program supplies and equipment management, camper supervision, daily routines.
- Assist participants with personal hygiene (e.g., toileting, washing hands), if needed.
- Respond to behavioural issues and proactively plan to prevent issues from escalating.
- Respond to escalated issues ensuring safety of all (e.g., implementation of approved physical intervention techniques if trained).
- Ensure medications are taken by participants and stored in accordance with Camp K policies.
- Ensure areas are accessible and barrier free for participants.
- Take action to deal with incidents, emergencies and parent/caregiver, staff or camper concerns.
- Mentor, support, provide ongoing feedback and evaluate staff, based on program evaluations, parent/caregiver and camper feedback and safety requirements.
- Provide excellent customer service and open communication to campers, parents/caregivers, and staff.
- Help foster a positive relationship with Laurel Creek Conservation Area staff.
- Provide respite and act as a backup to Inclusion Facilitators. Assist program participants with physical assistance and personal hygiene as required.
- Write an end of summer report summarizing successes, challenges and suggestions for the next camp season within one-month end of camp.
- Perform other duties as assigned.

Required Knowledge and Skills:

- Knowledge of inclusive support, program adaptations and behaviour modification techniques in leisure/recreation setting.
- General knowledge of disabilities and working knowledge of equipment modifications.
- General knowledge of crisis prevention and intervention strategies with the ability to identify behavioural issues and respond using preventive and de-escalation techniques considered an asset.
- Demonstrate a high level of professionalism, leadership, interpersonal, customer service and dynamic facilitation skills.
- Experience supervising, training and mentoring others.
- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Basic swimming ability is required.
- Comfortable working in a high paced, active and outdoor camp environment. May be required to work with participants who may bite or scratch, or participants with toileting needs.
- Comfortable being exposed to body fluids when assisting participants with personal care.
- Knowledge of applicable provincial/federal legislation, health and safety regulations considered an asset.
- Knowledge of CampBrain considered an asset.

Qualifications/Work Requirements:

- Graduate of, or currently enrolled in a degree/diploma program in Social Work, Therapeutic Recreation or related discipline.
- Minimum one to two (1-2) years' experience working with persons with exceptionalities and diverse backgrounds.
- Minimum one (1) year experience working in a camp environment, with some supervisory, program planning and organizational experience preferred.
- Behaviour management certification (e.g. PMAB, BMS, NVCI) considered an asset.
- Standard First Aid/CPRC level C (or willing to obtain as a condition of hiring).
- Lifesaving Society SafeGuard considered an asset.
- A current Police Record Check with Vulnerable Sector Check and current within 6 months of camp start date will be required upon hire.
- Must be 18 years of age as of June 29, 2024.
- Must have reliable transportation.
- Must be prepared to work flexible hours including evening, weekends and statutory holidays as required.
- Attend all mandatory training and pre-camp events.

All applicants are thanked for their interest in this position however, only those selected for an interview will be contacted. Should you require any accommodations during the recruitment process please contact Human Resources at human.resources@standrewskw.com or the St. Andrew's Presbyterian Church office by phone at 519-578-4430.