

Municipality of the District of Shelburne
Position Description

Title: Inclusion Support Staff			
Reports to: Director of Rec/Parks & Recreation Coordinator			
Department: Recreation & Parks			
Status:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Summer
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual
			<input type="checkbox"/> Term

Position Summary:

The Municipality of the District of Shelburne Recreation & Parks Department offers a variety of recreational programs for children ages 5-12 during the months of July and August at a variety of locations within the Municipality (Welkum Park, Islands Park, SRHS and others). These programs include weeklong day camps, special events and activities. The children that attend are in the care and supervision of Municipal Staff the entire time. Program activities include a mixture of indoor and outdoor physical activities, arts and crafts and depending on the location, swimming.

The Inclusion Support Staff shall work to provide program support to children who have higher needs than others, who may require one-to-one attention and/or may need supervision from a dedicated staff person at times throughout the day or activity. They shall co-operatively work with other inclusion/summer staff, create a welcoming and inclusive program environment for all participants, maintain a high level of safety at all times and work effectively as a team member. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

General Responsibilities:

1. Be aware that participants of all abilities are welcome in summer programs and ensure that individuals feel welcomed, included, and supported in the programs in which they are participating.
2. Provide personal care functions as determined through the family consultation process, that the participant cannot, or should not, perform independently including but not limited to:
 - a. Assisting participants with physical and mobility challenges by lifting and positioning, exercising, transferring to or from assistive devices, seating, water, etc.
 - b. Assisting participants with program activities and adapt activities, when required.
 - c. Assisting participants with routines (i.e. toileting, dressing, feeding, personal hygiene)

3. Administering medication according to agreed upon instructions provided by the parent/guardian.
4. Ensuring a safe and respectful environment when meeting personal care needs of participants.
5. Encourage participants to respect staff, participants, and volunteers.
6. Use appropriate interventions to manage participant's behaviours.
7. Assist participants with following programming instructions and rules.
8. Review activity plans with Camp and Activity Coordinators and work with them to adapt activities to meet the needs/abilities of participants.
9. Ensure that all municipal policies and procedures are being adhered to when planning, communicating, and implementing programs.
10. Present activities with energy and enthusiasm with an emphasis on safety & fun.
11. Communicate with parents of program participants to let them know of their child's progress.
12. Complete incident reports, as required.
13. Promote Fair Play and Principles of Healthy Childhood Development.
14. Participate in training opportunities, as required.
15. Deal with conflicts with participants, other staff, and the public in a mature, professional, and courteous manner.
16. Act as a role model for other staff, Youth Leaders, and program participants.
17. Be aware of public perception both on and off the job.
18. Continually evaluate summer programs and make recommendations for future programs.
19. Prepare a summary report at the end of the summer and submit to the Recreation Coordinator.
20. Staff will have access to confidential information and will be required to follow the Department's Confidentiality Policy.
21. Follow the current Public Health COVID guidelines to ensure the safety of all participants, staff and volunteers and be a role model for proper COVID safety procedures.
22. Perform other duties as required.

Skills Required:

1. Ability to adapt activities to meet needs of participants.
2. Positive attitude.
3. Must enjoy working with all ages, especially children and youth.
4. Emotionally mature with good moral character
5. Medium to high proficiency in some aspect of recreation: sport, physical activity, arts, Day Camps.
6. Ability to work as part of a team and be a valuable team member.
7. This employee must exercise a high degree of accountability and confidentiality in their job.
8. Conflict resolution skills to tactfully handle concerns from program participants, the public and other staff.
9. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, program participants and the public.

Hours of Work:

This is a non-union position that operates in the Recreation & Parks Department. This position will require 32.5-40 hours of work per week (June 27th to August 26th -9 weeks). Due to the nature of recreational programs and activities, evening and weekend work could be required.

Rate of Pay: \$15.00 per hour

Qualifications:

1. Students currently enrolled or who have graduated from a degree or diploma in Recreation Therapy, Physiotherapy, Occupational Therapy, Continuing Care, or other Health Related Field, Early Childhood Development, Educational Support, or equivalent
2. Experience working with children with high needs (i.e. Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder, Anxiety, etc.)
3. Current Standard First Aid and CPR/AED
4. Pass a Police Record check and Child Abuse Registry check
5. Ability to preform physical requirements of the position.