



## JOB DESCRIPTION

Job Title: Inclusion Leader  
Reports To: Recreation Summer Camp Coordinator  
Position: 45 hours per week  
Date Approved: February 2017– Updated Jan 2019  
Working Conditions: Fast paced, front line in programs, light physical work

Position Summary: Kinbridge Community Association Summer Camp Inclusion Leaders will have the opportunity to facilitate, lead, and modify a variety of activities, games and crafts for children 4 - 12 years old in our day camps. The Summer Day Camp Program is designed to provide participants with an opportunity to explore fun activities, experience new adventures, and develop positive relationships. The Inclusion Leader's role is to modify program activities and provide extra support for participants. Kinbridge Community Association Summer Camp Programs follows the HIGH FIVE quality standards for children's programs. HIGH FIVE is Canada's only comprehensive quality standard for children's programs and holds true to the following five Principles of healthy child development that our research indicates are essential for providing a positive experience for kids.

### DUTIES AND RESPONSIBILITIES:

#### PROGRAM PLANNING AND IMPLEMENTATION

- Provide leadership, supervision, and safety to participants requiring extra supports on and off-site
- Assist in developing and implementing, with modifications, existing and new plans for weekly themed programs on a one-to-one basis
- Plan and deliver programs in accordance with all Centre policies, procedures, guidelines, and works closely with participant supports
- Collaborate with co-workers to deliver camp activities on a daily basis
- Ensure that program sites and supplies are safe and clean
- Ensure proper set-up and clean-up of facility is completed
- Work with program volunteers and Leaders-In-Training (LITs)

#### ORGANIZATION/LEADERSHIP

- Ensure safety of program staff, participants, volunteers, and LITs
- Attend and actively participates in program activities, games, crafts, etc.
- Apply problem solving and behavior management techniques

#### COMMUNICATION

- Report on a minimum weekly basis to direct supervisor
- Must express a caring attitude when working with children
- Work on a day-to-day basis from a team-work perspective, contributing constructively to staff meetings, events and trainings
- Provide quality and friendly customer service to all
- Maintain respectful relationships with community partners
- Maintain communication with all staff, participants and their parents

#### ADMINISTRATION

- Maintain proper and accurate administrative records
- Distribute and collect program evaluations
- Complete incident reports promptly and adhere to risk management policies and procedures
- Other duties as assigned by direct supervisor



**REQUIRED SKILLS AND KNOWLEDGE:**

- High School Diploma
- Currently enrolled in secondary school program
- Interest in and experience working with children
- Leadership skills and the ability to take initiative in a group setting
- Ability to work successfully as part of a team and independently
- Completion of Police Record Check
- Check Standard First Aid & CPR
- HIGH FIVE – Principles of Healthy Childhood Development or Sport Certification
- Knowledge of the various aspects of child development
- Experience in inclusion work and modified programs