



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Inclusion Program Coordinator	CLASSIFICATION: Seasonal/Camp
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$16.00/hr
LOCATION: King Municipal Office 2585 King Road, King City	

JOB PROFILE:

Function:

The Integration Program Coordinator is specifically employed to work 1:1 with children and young adults who require additional support.

Reports to:

- Recreation Services Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- 1:1 supervision of camper.
- Ensures a safe, and comfortable environment for the camper and staff.
- Assists camper in all needs laid out in the camper/parent assessment.
- Works with individuals who are physically impaired, sensory impaired, have speech and language difficulties, are emotionally vulnerable, have behavioural difficulties, or have a combination of these exceptionalities.
- Develops, plans and organizes specialty instruction to accommodate the camper to ensure an inclusive camp experience.
- Provides guidance and support to fellow staff, and volunteers to ensure inclusive programming is planned and implemented.
- Staff will follow and practice the HIGH FIVE – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Assists with the supervision of Integration Camp Counsellors. Performs weekly and year end staff evaluations.
- Assists with the covering of Integration Camp Counsellor breaks.
- Hours of work will be between 7:30AM – 6:00PM, Monday to Friday.

Qualifications:

- Minimum of 18 years of age or older.
- Minimum of one (1) year of experience working with children with exceptionalities.
- Excellent communication, programming, and leadership skills.
- Non Violent Crisis Intervention or equivalent training.
- Valid First Aid & CPR C Certification.
- High Five Certification.
- Quest 2 Certification.

Conditions of Employment:

- Required to work outside and follow all operating procedures and safety policies of the Township of King.
- Required to deal courteously and effectively with the general public, staff and other departments.
- Upon hire, completion of HIGH FIVE Principles of Healthy Child Development, Quest 2, Standard First Aid and CPR C and submission of a Vulnerable Sector Screening are required.
- Must be available to work all twelve (12) weeks of the contract.

Period of Employment:

June 10, 2019 – August 30, 2019

Application Process:

To apply for this position please email a copy of your resume to hr@king.ca prior to February 15, 2019. When submitting your application, please clearly specify the position you are applying to.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____