

JOB NOTICE

PART-TIME EMPLOYMENT

WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

THE FOLLOWING PART-TIME POSITION IS AVAILABLE WITH THE RECREATION & CULTURE DEPARTMENT:

JOB TITLE: INTEGRATION ASSISTANT CAMP DIRECTOR	FILE #: 2012-01
POSTING DATE: JANUARY 6, 2012	CLOSING DATE: JANUARY 23, 2012
STARTING RATE/HOUR: \$11.75	LOCATION: CITY WIDE

MAJOR DUTIES:

1. Develop and implement the city-wide Leisure Buddy Volunteer program and the Leaders by Example Camp program for youth with disabilities in a safe and enjoyable manner.
2. Provide support to integration camp staff, other camp staff, parents and participants to help create an environment that will support individual participants' needs, allowing them to develop skills and self-esteem alongside their peers.
3. Assist in the development of a unified and knowledgeable Leisure Buddy Volunteer team through active participation during training and camp.
4. Assist with ongoing training and support of all Leisure Buddy Volunteers in the integration and inclusion of campers with special needs.
5. Assist with the screening, interviewing, training, evaluation and supervision of all Leisure Buddy Volunteers.
6. Assist with the placements of Leisure Buddy Volunteers.
7. Assist with the development of a special needs training session on integration and adaptive programming for Counsellor-In-Training participants, Learning to Lead participants and Leisure Buddy Volunteers.
8. Assume responsibility for the Leaders by Example program in accordance with the camp structure.
9. Develop and implement curriculum for the Leaders by Example program while ensuring that goals and objectives of the program and participants are being met.
10. Develop, implement, adapt and monitor the duties of Leaders by Example participants during placement, in accordance with Camp Directors.
11. Maintain and model a professional attitude, and abide by camp policies and procedures at all times.
12. Maintain ongoing and effective communication with parents, the public, campers, all camp staff, and the Active Living Coordinator for Special Needs.
13. Assist in the assessment of the needs of campers with disabilities through INTAKE meetings process and ongoing communication with parents/guardians. Ensure that all documentation is completed and circulated to appropriate staff.
14. Maintain ongoing and effective communication with the Camp Directors, Camp Coordinators and Active Living Coordinators.
15. Attend all camp related meetings and training sessions as required both prior to and during camp.

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16. Ensure that all matters dealing with campers with special needs remain confidential at all times.
17. Be available to fill in for an Integration Camp Counsellor who is absent.
18. Carry out any other duties as requested by the Active Living Coordinator for Special Needs.

REQUIREMENTS/EDUCATION:

1. College or University student currently enrolled in Social Work education, Recreation related discipline, or equivalent knowledge and experience; OR
Previous experience in program development and working with individuals with special needs.
2. Comfortable with toileting, changing, feeding as well as lifts and transfers.
3. Possess a valid driver's licence and have access to a reliable vehicle.
4. Non-Violent Crisis Intervention certification.
5. Standard First Aid/CPR-C certification.
6. Valid Vulnerable Sector Screening.
7. High Five, Principles of Healthy Child Development certification.

PERSONS INTERESTED IN THE ABOVE AND/OR SUBSEQUENT VACANCIES ARE ASKED TO SUBMIT AN APPLICATION AND RESUMÉ TO THE RECREATION & CULTURE DEPARTMENT:

- 1) FAX TO 905-832-8550; OR**
- 2) EMAIL TO SeasonalRecJobs@vaughan.ca; OR**
- 3) DROP OFF AT ANY COMMUNITY CENTRE, "ATTENTION: RECREATION SERVICES SUPERVISOR".**

APPLICATION FORMS AND INSTRUCTIONS ARE AVAILABLE ONLINE AT
www.vaughan.ca/SeasonalRecJobs.