

## JOB DESCRIPTION

**Position:** Summer Day Camp Counselor - Special Needs Assistant (2 Positions)

**Accountability:** Reports to BGC Program Coordinator

### Major Duties:

- To integrate children (5 – 12 years) with disabilities and challenges and give them the opportunity to develop social, cognitive and physical skills through the value based programming in our summer day camp program
- Planning and implementation of personalized daily program plans, activities, trips and special events for children with special needs attending our children's summer day camp
- Provide proper safety and supervision of special needs and other campers
- Responsible for providing support to other camp staff in behavior management and program adaptation
- Adapt programs and camp activities to meet the needs and abilities of participants
- Communicate and share pertinent information regarding participants involved
- Communicate in a professional manner with parents, guardians and caregivers while providing feedback as required
- Maintain confidentiality of parents, children and staff
- Ensure all attendance and camp records are completed
- Assist in the maintenance of record keeping (e.g. safe arrival & departure records, trip lists, and attendance,)
- Participate in staff meetings and training sessions

### Qualifications:

- Enrolled in post-secondary education related to working with children with a variety of special needs, including physical, developmental and behavioral
- Strong interpersonal and problem solving skills
- Standard First Aid and CPR C
- At least one year of experience working or volunteering with children with special needs
- Demonstrated ability in planning, implementing and evaluating programs
- Demonstrated conflict resolution, decision making and assessment skills
- Strong organizational skills and must have ability to work in a team and independently, as appropriate
- Must be between 16 and 30 years of age at the start of employment

**Salary Range:** \$19.22/hr (under review)

10 Weeks (June 24 – August 23) @ 35 hours per week

To apply, please click on "Register" on our website and proceed to make an account in our registration system. You will find the Summer Job Application under "General" programs.

If you have any questions, please contact Michaela Warren at [michaela@bgceastview.com](mailto:michaela@bgceastview.com)

*Eastview Neighbourhood Community Centre is an equal opportunity employer and encourages applicants from diverse backgrounds. Only those selected for interviews will be contacted.*