



Title: Recreation Program Assistant

Reports To: Active Living Manager and Day Camp Coordinator

Nature of Position: Seasonal (8 weeks, 35 hours/week).

Description:

The Recreation Program Assistant shall work to provide program support to children who have higher needs than others or developmental needs, who may require one on one attention and/or may need supervision from a dedicated staff person at times in order to participate in the Summer Day Camp program.

Responsibilities (but not limited to):

- 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.
- Administering medication according to agreed-upon instructions provided by the parent/guardian.
- Encourage participants to respect staff, participants, and volunteers.
- Use appropriate interventions to manage participants' behaviours.
- Assist participants with following programming instructions and rules.
- Review camp schedule at the beginning of each shift with the Day Camp Coordinator.
- Work with Day Camp staff to adapt activities to meet the needs/abilities of participants.
- Participate with the children as well as encourage participation from all.
- Must stay with the children the entire time they are attending camp, including lunches. Utmost care must be provided at pick up time to ensure only authorized people are allowed to take the children from the site. Breaks are encouraged but not always possible.
- Present activities with energy and enthusiasm with an emphasis on safety & fun.
- Communicate with parents of program participants to let them know of their child's progress.
- Complete incident reports, as required.
- Deal with conflicts with participants, other staff, and the public in a mature, professional, and courteous manner.
- Act as a role model for other staff, and program participants.
- Be aware of public perception.
- Continually evaluate the summer program and make recommendations for future programs.
- Perform other duties as required.

Skills required:

- Positive attitude
- Must enjoy working with all ages, especially children and youth
- Ability to work as part of a team and be a valuable team member.

- Employee must exercise a high degree of accountability and confidentiality.
- Conflict resolution skills to tactfully handle concerns from program participants, the public and other staff.

Qualifications:

- Experience working with children with high needs or developmental needs (i.e., Autism Spectrum Disorder, Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder, Anxiety, etc.).
- Currently enrolled or have graduated from a degree or diploma in Recreation Therapy, Physiotherapy, Occupational Therapy, Continuing Care, Early Childhood Development, Educational Support, or equivalent.
- This position is depending on funding from the Canada Summer Jobs program therefore applications must be between the ages of 15 and 30.

Work Conditions:

- Working outside in a variety of weather conditions
- Lifting of heavy objects
- Standing for extended periods of time