

Job Information

Job title	Inclusion Program Leader	RINCPL	
Title of immediate supervisor	Youth Leader II, Programmer I or II		
Department/Division	Parks and Recreation / Recreation		
Prepared by	Josh Blenkin		
Date Created	Oct 25, 2017	Revised date	

Job Purpose

Oversees and assists participants with additional physical, behavioral or developmental support requirements in a variety of recreation programs. Plans activities, ensures the safety and wellbeing of participants, and communicates and works cooperatively with all program participants, parents, co-workers, supervisors and outside support agencies.

Duties and Responsibilities

- Facilitates participation and adapts activities for participants requiring support.
- Oversees and plans a wide variety of activities in a recreational, day camp or instructional setting.
- Ensures the enjoyment and safety of participants by maintaining the program site, following procedures, implementing safe practices and coordinating well organized activities.
- Reports on the results of planned activities, including any incidents, accidents or operational concerns.
- Conducts program planning, reviews participant feedback, evaluates program effectiveness and makes recommendations for improvement.
- Establishes and maintains effective working relationships with participants, parents, children, co-workers and staff from community organizations.
- Acts as a resource to ensure program activities are non-discriminatory, accessible and inclusive to all individuals and groups.
- Provides customer service and effectively communicates program information and schedules
- Assists with the preparation of newsletters, schedules, brochures and responds to general public inquiries.
- Maintains an awareness of local community organizations and disability resources to cross-promote, support and connect participants to appropriate resources.
- Provides direction and guidance to program staff and volunteers.
- Participates in leadership training.
- Performs other related duties as required.

Qualifications

- Completion of Grade 10.
- Three months experience working directly with participants in a recreational, day camp, or instructional setting, including experience with children with behaviour difficulties, disabilities and additional support needs.
- An equivalent combination of education and experience may be considered.
- Ability to be inclusive and flexible to ensure a fun environment is created for all participants.
- Demonstrated customer service and interpersonal skills.
- The ability to maintain a high degree of enthusiasm and personal motivation.
- Employment is subject to provision of a satisfactory Criminal Record Check (CRC) from the Ministry of Justice no older than 6 months. Renewal of CRC is required as per policy.
- Emergency First-Aid (EFA) and CPR C.
- Valid Class 4 Driver's Licence, as required.

Physical Requirements

Sufficient health, physical condition, strength, stamina and co-ordination to permit performance of duties.

Working Conditions

Works in a variety of indoor and outdoor activity spaces.