



## SPECIAL NEEDS CAMP COUNSELLOR

Position Title: Special Needs Camp Counsellor  
Status: Seasonal position  
Reports To: Senior Coordinator Recreation  
Department: Recreation, Sport and Fitness Services

### **Purpose:**

Special Needs Camp Counsellors are responsible for delivering a fun, safe, inclusive and memorable experience for campers and their families.

### **Duties & Responsibilities:**

Special Needs Camp Counsellors play a crucial role in creating a safe, supportive, and enjoyable environment for campers with diverse needs. The duties of this position include:

- Providing 1:1 support and guidance to assigned camper throughout daily activities.
- Fostering an inclusive and welcoming atmosphere that encourages social interaction and personal growth in a camp setting
- Modify and adapt camp activities to accommodate the diverse abilities and needs of camper.
- Ensure that all campers have equal opportunities to participate in activities
- Collaborating with fellow counsellors and camp leadership to foster an environment of continued learning and maintaining camper profiles
- Implement behaviour management strategies as needed to ensure a positive and inclusive camp environment
- Work closely with the Inclusion Supervisor to address any behavioural issues in a supportive and constructive manner
- Communicating effectively with campers' families, sharing updates on their child's progress and experiences
- Work with children ranging from 4-13 years old in a camp setting
- Have a positive attitude, be enthusiastic and actively engage in every aspect of the programs
- Be proficient in a variety of the following recreational domains: arts and crafts, sports, dramatic arts, and camp style games
- Model good behaviour for campers as it relates to sportsmanship and respectfulness
- Encourage campers' participation and involvement in activities at every opportunity
- Recognize when there is a need to pivot and be able to run impromptu games to fill gaps in programming, or when an activity is not running smoothly adapt to better suit camper's needs and interest
- Actively participate in the water and engage with campers during the daily recreational open swim
- Understand all emergency procedures associated with the camp program and RA

operations

- Be aware and monitor campers with dietary restrictions, allergies, no photo privileges and any disclosed special needs. Safeguard campers medical equipment (ie EpiPen)
- Administer first aid according to RA protocol including documenting in a professional manner all incidents immediately following the occurrence and notifying their Inclusive Supervisor
- Be comfortable speaking with guardians regarding campers' experience including sensitive topics around behaviour or an injuries
- Assist in maintaining accurate program records, including incident reports and electronic sign in and out documentation
- Speak professionally with parents at drop off & pick up times and record daily attendance electronically with a customer service-oriented mindset
- Provide leadership and guidance by mentoring Counsellor-in-training Volunteers ensuring a cooperative working environment and meaningful program experience
- Support and direct Counsellor-in-training Volunteers on a daily basis through evaluation and continuous constructive feedback
- Attend mandatory pre-camp training session and weekly staff meetings
- Work cooperatively with RA employees and all members of the Summer Program Team
- Perform other duties as assigned by Senior Camp Coordinator

#### **Skills / Qualifications / Prerequisites:**

- Post-secondary student
- Valid Standard First Aid & CPR B or C Certified
- Vulnerable Sector Police Records Check (valid within 2 years)
- Available the entire period of the RA Summer Camps season (8 weeks)
- Previous experience supporting individuals with special needs in a school, sport, or childcare setting
- **Genuine passion for working with children of all abilities**
- Must be a mature, caring, patient, responsible, energetic and positive person who genuinely enjoys working with children and being active
- Strong communication, leadership and organizational skills
- Comfortable participating in the chlorinated outdoor pool on a daily basis
- Be able to navigate a vast facility, engage in physical activities such as running after children (as necessary), demonstrate mobility through bending, squatting, kneeling and rotating, lift objects weighing up to 25 lbs/11kgs, be at ease with exposure to both indoor and outdoors environments and be comfortable in a simulating, loud setting daily for extended periods of time.