

Inclusion Support Staff - Day Camp (2 positions)

Under the direction of the Resource Opportunities Centre, the Inclusion Support Staff - Day Camp will:

- Provide one-on-one support to persons with disabilities allowing full participation in programs, as needed.
- Support persons with disabilities in programs through personal care, lifting, adapting activities, administering medication, behavioural support, etc.
- Lead and engage in Summer Day Camp programming and activities (ie. Games, sports, crafts, etc) and provide supervision to children ages 2.5-11 years. Daily duties include:
 - Greeting participant / parents
 - Participating in & delivering planned activities
 - Documenting and communicating incidents, accidents or damages
 - Recording and reporting program attendance
 - Work collaboratively with Summer Program Coordinator to adapt curriculum and facilitate programs
 - Present activities in a way that is fun, engaging and develops the appropriate skills.
 - Treat all students and staff in a respectful, responsible and fair manner, respond appropriately to student initiated interactions and demonstrate fair judgment when coping with chaotic or conflicting situations.
 - Implement HIGH FIVE Principles of Healthy Childhood Development
 - Maintain confidentiality as the norm in all issues related to students and parents.
 - Provide a safe and positive environment for all participants, ensuring safe rules are established according to policies and procedures set forward by the program.
 - Provide quality customer service and interact professionally with all program participants, staff, parents and the public.
 - Participate in training and planning sessions as required
 - Work with centre staff and support community initiatives as required

Requirements for Hire:

- First Aid, CPR, High Five and WHIMS or willingness to obtain
- At least one season/summer of experience leading children/youth in a recreation setting and experience working with children/youth with disabilities and special needs.
- Must be legally entitled to work in Canada, must have resided in Nova Scotia at least six months prior to start of employment.
- Successful screening through Child Abuse Registry & Criminal Record Check.
- Note: proof of all of the above will be required.

Skills & Competencies:

- Experience delivering recreational & inclusive programs / providing child care
- Excellent communication and interpersonal skills
- Highly motivated, personable & well organized
- Experience working with the public (all ages), especially children and youth
- Demonstrated ability to work independently and as a team member
- Drivers license, access to a vehicle *or* reliable transportation as the PRCC is not located on a public transit route.

Salary & Hours:

The starting wage for this position is \$15.70/hr.

Hours are 37.5 hr/week, daytime between 7am - 6:00pm, Monday to Friday. Shifts are 8 hours either starting at 7:00am or 11:00am.

Candidates must be available to work as early as 7am or as late as 6:00pm.

Contract Duration:

13 weeks - June 1, 2025 - August 30, 2025

Application Instructions:

1. Send cover letter & resume via email to admin@prospectcommunities.com. Please include position title in the subject line.
2. Drop off cover letters & resume to 2141 Prospect Road, Hatchet Lake, Nova Scotia, B3T-1S1. Please enclose in a sealed envelope with the position title noted on the envelope.

Application Deadline:

May 23, 2025 - Only candidates selected for an interview will be contacted. Interviews will be scheduled following the application deadline.

Work Location:

Prospect Road Community Centre
2141 Prospect Road, Hatchet Lake

***NOTE:** The PRCC is not located on a public transit route. All candidates must have a driver's license, access to a vehicle and/or reliable transportation.