

Heartland Forest Nature Experience Job Description

All Abilities Summer Program Support

Reports To: All Abilities Program Director
Start Date: Monday, May 18, 2020
End Date: Friday, August 28, 2020
Hours: 25 to 35 hours work week – evening and weekend hours may be required

Summary:

Heartland Forest's commitment to the disability community and our aging population is unique to any other program in the province. In a program support role, we have three distinct summer programs that will provide the successful applicant with exceptional employment skills:

CHILD/YOUTH INCLUSIVE SUMMER ADVENTURE CAMP

Our Inclusive Summer Adventure Camp allows campers of all abilities, ages 5 to 12, with an interest in being active in nature an opportunity to learn and grow together. This position will assist our campers requiring 3:1 support.

YOUNG ADULTS WITH INTELLECTUAL AND/OR DEVELOPMENTAL DISABILITIES

Heartland Forest's Day Program and our Work Experience Program include nature-based activities, facility set-up and general maintenance.

OLDER ADULTS INCLUDING VULNERABLE SENIORS AND SENIORS WITH DISABILITIES

Our senior's inter-generational project provides opportunities for seniors to benefit from outside exercise, social interactions and access to nature.

Responsibilities:

All essential job responsibilities will be executed in accordance with Heartland Forest's Administrative policies.

- Provides a warm and friendly environment and relates professionally and with respect to participants, staff and volunteers
- Assists in data collection and reporting
- Assists as available for on-site and off-site awareness & education events

Physical Environment Audit:

- Works with Disability Consultant to assess physical spaces at Heartland Forest including trails and sport/recreation facilities
- Inventory assistive devices for sports adaptations
- Assists with documenting recommended changes to the physical environment to ensure accessibility
- Assists with repair coordination of on-site sport facilities – mini-putt; horseshoes; archery; boccia, fitness stations, low ropes, etc.

Program Support:

- Works with Summer Adventure Camp team providing 1:3 supervision ratio for special needs campers:
 - Develop and implement new games, sports and activities that support active living
 - Act as primary support contact and collaborate with families to provide a care plan for individual campers with the guidance of the Camp Director
 - Provide direct camper care including personal care needs, prioritizing the physical, social, emotional health-safety and well-being of each individual camper
 - Manage camper behaviors using positive behavior management techniques, enforcing appropriate safety policies, emergency procedures, and camp rules
 - Design modifications and supports that are engaging and accessible for individual campers, so that they can participate in activities to the fullest extent possible
 - Establish physical literacy goals for the campers with objectives and outcomes
 - Facilitate transitions and sensory breaks as needed
- Works with team on the day-to-day operation of the Work Experience Program:
 - Provides hands-on support to work experience participants
 - Assists with record management for reporting
 - Manages 'My Work Experience Booklet'
 - Responsible for safety and security of each participant
- Works with Seniors Active Living Team:
 - Provide support when needed for inter-generational programming
- General:
 - Establish a record of summer activities and lessons learned to be used as a resource for future programming

Competencies:

- Working knowledge of Microsoft Office products
- Deals courteously with incidents, problems and emergencies as outlined by departmental policies and procedures
- Ability to plan and organize and work effectively within a team environment
- Excellent verbal communication skills required, along with good organizational skills

Education, Experience, Licenses and Certificates:

- Experience working with people with disabilities required
- First Aid and CPR
- Clear vulnerable sector screening
- Valid Ontario G License with access to a vehicle required

Safety:

- Supports the corporate Occupational Health & Safety initiatives by incorporating safe work practices into daily work routine
- Reports any unsafe conditions or observed unsafe work practices to All Abilities Director

Work Conditions:

- Required to work outdoors, in a variety of weather conditions and able to walk distances over uneven terrain
- May be required to work some evenings and weekends
- Some physical labor involved (lifting or arranging tables and chairs)

Note: This job profile indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.