

**Heartland Forest Nature Experience
Job Description**

***Supply Educator for Special Needs Campers and
Educational Programs - Part Time***

Reports To: Forest Discovery Program Director
Hours: Supply on weekdays and full-time hours through July
Start Date: ASAP

Summary:

The Supply Educator will join our team in facilitating programs at Heartland Forest. The successful candidate will supply for the following positions: Special Needs Counsellor during summer day camp, Educator for elementary school field trips and a Nature School program held Wednesdays. School program staff schedule runs 8am to 2:30pm. Camp and Nature school staff schedules run 9 – 4 with early and late care an hour before and after. Supply Educators may also be asked to participate in special events. More information on Heartland Forest and our programs can be found on our website at heartlandforest.org.

All programs are outdoor and play-based with environmental themes.

Camp Special Needs Counsellor Responsibilities:

- Provide a 1:3 supervision ratio for special needs campers taking part in an inclusive camp for children 5 and up
- 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
- Facilitate transitions and sensory breaks as needed

Nature School Responsibilities:

- Responsible for education and care of children within a 1:6 ratio in a child-led, all-weather program for children ages 4-6
- Ensure the safety of all children while they are participating in a wide variety of activities including, but not limited to, forest play, hiking, climbing trees, puddle play, fires, tool work
- Responsible for effective communication with parents
- Assist in preparation and implement activities, based on the children's interests, seasons and current "happenings" in the forest

School Field Trips and Other Responsibilities

- Assist full time staff with program delivery of environmental / team building programs following an established program agenda and materials
- Assist visiting school staff with student supervision during activity
- Enthusiastically participate in all activities with campers/students
- Show an interest in learning, or an understanding of environmental education and outdoor skills such as tarp set-up, camp fire safety, shelter building
- Provide site support including set up and maintenance of all program areas and equipment
- Debriefing with co-educators
- Willingness to attend educator and parent meetings, training, and related events
- Assist with other duties as required
- All essential job responsibilities will be executed in accordance with Heartland Forest's Administrative policies

Competencies:

- Deals courteously with incidents, problems and emergencies as outlined by departmental policies and procedures
- Familiar with kindergarten program and elementary science curriculum expectations
- Understand the value of risky play, emergent learning philosophies and play/place based learning
- Comfortable outdoors and a passion for environmental education
- Ability to plan, organize and work effectively within a team environment
- Excellent verbal communication skills required, along with good organizational skills

Education, Experience, Licenses and Certificates:

- B.Ed, RECE, OCT, or equivalent preferred
- First Aid and CPR
- Clear vulnerable sector screening
- Valid Ontario G License with a good driving record and access to a vehicle required
- Experience working in a forest school, elementary school, daycare program preferred

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 Forest Discovery Director

Work Conditions:

- Required to work outdoors, in a variety of weather conditions and able to walk distances over uneven terrain
- Able to educate with enthusiasm regardless of weather conditions
- May be required to work some evenings and weekends
- Some physical labor involved (backpacking and some lifting involved, for example: moving firewood, chairs, tables and light landscaping)

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.