

**TOWNSHIP OF NORTH HURON
POSITION PROFILE**

Position Title: Behavioural Inclusion Day Camp Leader
Department: Recreation & Children's Services Department
Report to Title: North Huron Summer Day Camp Supervisor

Revised February 2026

Pay Range:	Band 2
Position Status:	Casual (June to August) – Part Time or Full-Time Summer Employment (June to August)
Pay Method:	Hourly
Normal Work week:	Casual, shifts will be up to 8 hours. – 20 to 40 hours (day and afternoon shifts)
Hours up to 40 hours in a week:	paid at straight time
Hours greater than 40.0 hours in a week:	paid at time and half
Location:	North Huron Westcast Community Complex

A- Position Description

1. Scope of Position:

The Behavioural Inclusion Day Camp Leader performs a variety of tasks that supports the inclusion of camp participants with special needs into Summer Day Camp.

The Behavioural Inclusion Day Camp Leader reports to Summer Day Camp Supervisor and Recreation and Fitness Supervisor.

2. Key Responsibilities

- a) To provide supervision to camp participants with special needs.
- b) To facilitate a healthy environment that enables children to put forth their best abilities
- c) To teach new skills, be a mentor and a role model to children by modelling appropriate behaviours and attitudes
- d) To provide age-appropriate activities, that promote memory development, problem solving skills, story telling, games etc.
- e) To match ability and expectations of children to games and activities
- f) To be a caring mentor that will provide a stable, safe environment and continue to have a positive attitude.
- g) To help promote friendships and cooperation to promote unselfish attitudes and behaviours
- h) To maintain a professional attitude when dealing with other staff members and the public
- i) To make sure safety procedures are followed at all times
- j) To inform the supervisor of any problems that may arise
- k) To attend meetings as needed held by the supervisor
- l) To participate in all activities with a positive manner (swimming, day bus trips, community visits, etc.)
- m) Plan for the inclusion and supervision of camp participants with special needs.
- n) Work with participants who require one-on-one care in a group setting.

- o) Ensure the safety and development of their campers and apply methods and techniques to integrate said participants into fun, educational and safe camp activities with other participants.
- p) To inform the supervisor of supplies that are needed
- q) To submit pay sheets biweekly

3. Key Relationships

Internal

Daily interactions with the Summer Day Camp Supervisor

Daily interactions with other day camp staff

Interactions with the recreation department staff at the NHWCC

Interactions with the Facilities Lead Hand

Interaction with Aquatics Staff

Interaction with the North Huron Recreation and Fitness Supervisor

Interaction with the Director of Recreation and Community Services

External

Public: daily at the day camp locations and camp participant parents.

Other special needs resources

Strong interpersonal skills and communication skills are essential to perform this position competently

4. Decision Making Authority and Judgement Used

This position provides support to the (Summer Day Camp Staff) at the North Huron Westcast Community Complex. There is little authority for independent decision making. If a decision is required outside their authority, they will consult with the Summer Day Camp Supervisor and/or Recreation & Fitness Supervisor or Senior Management.

Judgement is required:

- To prioritize the needs of the campers and ensure that those needs are being met
 - To provide assistance to Summer Day Camp Supervisor and Day Camp staff
 - To ensure that safety procedures are being followed and the children are well supervised
 - To deal with members of the public (children and parents)
 - To deal with behavioural issues
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5. Problems Solved

Most of the duties performed by the Behavioural Inclusion Day Camp Counsellor are in accordance with established policies and procedures under supervision. The problems to be solved could be unpredictable and may require some research beyond the established policies and procedures. The leaders are to inform the supervisor immediately when they encounter a problem.

The Behavioural Inclusion Day Camp Counsellor is often the first in contact with parents of the day camp children with special needs. They must use judgement to ensure the person is handled

promptly and professionally. The Behavioural Day Camp Counsellor should sit down and discuss with the Day Camp Supervisor problems that arise throughout the day.

B- Position Specifications

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education

Minimum degree required:

Secondary School Diploma

Some Post Secondary – in a field relating to children and youth with Special Needs

High 5 certification

Current First Aid and CPR

2. Work Experience

Minimum Years Required

Experience with children with special needs (i.e. volunteer, part-time job etc.) one year

Experience in recreation considered an asset

3. Other Key Skills

Previous years spent as a Behavioural Inclusion Day Camp Counsellor

Strong oral and written communication skills

Strong Interpersonal Skills

Strong time management skills and demonstrated ability to take initiative.

Strong organizational skills.

Ability to work independently and with a team.

Experience supporting children with special needs.

C- Position Characteristics

1. Impact and Accountabilities

This is a support position so the impact on the organization is indirect. If the Behavioural Inclusion Day Camp Counsellor is unable to show up to work then it affects the children with special needs and other staff members. In such a case the supervisor would have to fill in for the length of time.

This position does not have a budget to follow

2. Supervisory Responsibility

The position does not have supervisory responsibility.

D- Working Conditions

1. Physical Effort and Environment

The Behavioural Inclusion Day Camp Counsellor may have to work evenings when various programs, events or meetings occur. The Behavioural Inclusion Day Camp Counsellor is required to work outdoors with the children, participating in the same activities as the children as needed. If the physical environment is outdoors, proper measures should be taken towards the weather conditions.

2. Mental Effort

The mental strain resulting from the work of the Behavioural Day Camp Counsellor can be manageable. The Behavioural Day Camp Counsellor may experience additional mental strain when a child with special needs requires additional support. Given the nature of children with special needs, this is likely to occur on a daily to weekly basis.