

INCLUSION POWELL RIVER

JOB DESCRIPTION

Job Title:	Activity Worker “Just for the Fun of It!” Summer Program
Contribution:	The Activity Worker is responsible for planning and implementing creative, fun activities that promote the physical, emotional and social growth of the children participating in the program.
Division:	Child and Family Services
Reporting Relationships:	Typically, the Activity Worker reports to the “Just For The Fun of It!” Coordinator and the Program Manager
Grid Level:	8
Classification:	Activity Worker

KEY DUTIES AND RESPONSIBILITIES

- 1) Plans and implements activities for children five years and older, including teenagers. Ensures that the activities offered are responsive to and appropriate for the individual needs of the children.
- 2) Provides one-to-one support as needed to children during their participation in the program.
- 3) Supervises and guides children in the day-to-day activities. Models appropriate interactions with children. Reports any issues or concerns to the Coordinator of “Just For The Fun of It!” and the Program Manager.
- 4) Establishes the arrangement, appearance and décor of the recreation environment.
- 5) Works cooperatively with the Recreation Complex, the Academy of Music, Model Community Project, the Open Door and other agencies providing recreation activities for children and youth.
- 6) Completes all record keeping and/or forms required by the Administration office and the Ministry.
- 7) Participate in in-services, planning and evaluation meetings as required.

- 8) Maintains up-to-date and practical knowledge of all safety and emergency procedures as outlined in the Operations Manual and Policy Manual.
- 9) Arranges and/or provides safe transportation for children and youth enrolled.
- 10) Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Grade twelve education. Experience supporting children or youth. Swimming experience.

REQUIRED ABILITIES:

Ability to interact effectively and develop positive relationships with children youth served by the program
Good oral and written communication skills
Good inter-personal behaviour and communication skills
Good organization, time and general management skills
Demonstrated ability to work as a team member as well as work independently
Good teaching skills
Knowledge of group process and facilitation techniques
Ability to involve children and youth who have developmental disabilities in community activities regardless of medical or behaviour barriers
Knowledge of the impact of medical, social and behavioural conditions on child development and family functioning
Knowledge of theory, principles and practices of family-centred care and the community living sector.

ADDITIONAL QUALIFICATIONS:

Enrollment in post-secondary program such as Child and Youth Care, Early Childhood Education, Social Work, Recreation, Medicine or other programs related to the field is preferred Six months experience supporting children with special needs in a variety of settings is preferred.

EQUIREMENTS FOR ONGOING EMPLOYMENT:

- Approved Criminal Record Search to be renewed every 5 years
- Medical doctor's letter of good physical and mental health.
- Hepatitis B vaccine where appropriate
- Valid unrestricted Class 4 BC driver's license (MAY BE WAIVED)
- Valid WCB approved First Aid Certificate

Ergonomic Considerations:

In the execution of duties, the Pre-School Coordinator is required to use proper body mechanics and refer to the Risk Assessment and Risk Analysis instructions in the Operations Manual. He / she will execute the following physical activities:

- Assist and support children by walking, running, standing, bending and lifting children
- Assist and support children using walkers, standing frames, wheelchairs and other adaptive equipment:
 - by lifting and transferring
 - by repositioning
 - by shifting body weight
 - by pushing wheelchair (adjusting hand grips to appropriate, comfortable height)
 - by affixing tie-downs in the van (paying attention to headroom and benching required)
- Assist children with braces and splints
- Staff is mindful of the following unexpected movement of a child:
 - by pulling away
 - by resisting
 - by grabbing at furniture and toys while being repositioned
 - by dropping to the ground while being assisted to walk
 - by running away
- Staff is mindful of a child's potential for aggressive behaviours such as:
 - hitting
 - throwing objects
 - biting
 - pinching
 - scratching
 - pushing / shoving
- Staff is required to execute general housekeeping duties such as:
 - dish and toy washing
 - dusting and wiping shelves, desks, filing cabinets, etc.
 - cleaning stove and fridge and microwave oven
 - vacuuming
 - carrying boxes, moving furniture and equipment, creating child friendly environment and décor
- Staff is required to complete office / paper work:
 - desk and chair must be suitable
 - computer station (keyboard / mouse position) must be suitable
 - appropriate use of the telephone with proper body mechanics to avoid neck stress
 - lighting is required
- Staff works in typical child care settings, child's home and community. In doing so, attention must be given to the layout of the child care facility / home; i.e., repeated stair climbing at the office, child care facilities and homes.
- All staff are at risk of aggression while providing assistance with emergencies and crisis intervention.