



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

SPECIAL NEEDS LEADER

REPORTS TO: SECTION DIRECTOR

POSITION PURPOSE

The Special Needs Leader positions are integral to the delivery of the YMCA Camps program. These positions provide one on one, 24 hr supervision of pre-identified campers with special needs. The Special Needs Leaders assist identified campers with day to day challenges, and ensure supervision is maintained at all times. These people will be required to live on-site.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members and to provide opportunities for growth and learning. Staff and volunteers at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, but is not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers
- Understanding that the greater good of our client's experience must be at the forefront in every decision made
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

Each camper cabin will be assigned two staff (often one employee and one volunteer) for the duration of the cabin's stay. The special needs leader will be the third staff person in certain cabins where there is a child with special needs. All three leaders are expected to operate in partnership, often combining their skills and experience, and are expected to accomplish all of the below tasks. This partnership can be structured in a manner that the lead staff member ensures all duties and responsibilities are being achieved each session.

Working with their partner(s), special needs workers are expected to:

- Provide one on one, 24 hr supervision to pre-identified camper
- Plan and deliver programming based on the parameters of the program and the needs of the individual camper they are working with
- Deliver programming appropriate to the ages and abilities of camper group/camper
- Assist with or take part in camp-wide programming
- Help manage the group dynamics to ensure a positive experience for all campers
- Help manage the behaviour of the group to ensure all campers are emotionally and physically safe and to ensure that all campers feel supported, educated and nurtured
- Ensure the needs of all of the campers are being met (including physical, emotional, social, medical and nutritional needs)
- Provide care that is appropriate to the developmental ages of their cabin group/camper
- Develop individual relationships with each camper

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- Seek the assistance of senior staff or the management team when appropriate
- Protect the assets of the YMCA through proper instruction and appropriate use

Special Needs Workers may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid and CPR-C
- Must be at least 18 years of age by July 1st, 2012
- Participation in 100% of YMCA Camps staff training
- Current Bronze Cross Certification
- Previous experience working with children with special needs
- NLS and Advanced First Aid and other outdoor activity certifications preferred

COMPETENCIES

- Commitment to Association Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check with vulnerable sector search (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____