
TITLE: Community Development Worker
Date Created: April 27th, 2023

FUNCTION:

Reporting to the Community Development Manager or, in her absence, the Community Development Coordinator, the Community Development Summer Program Assistant will deliver and lead in-person summer recreation; arts and sports programs for children youth & occasionally adults ensuring participants have a safe and enjoyable program experience.

DUTIES: (this is not an exhaustive list)

Under the supervision of the Community Development Manager, the Community Development Program Assistant will perform the following duties:

1. DUTIES:

- Plan and lead age-appropriate activities for campers, including games, crafts, and outdoor adventures.
- Supervise and ensure the safety of campers during all activities and programs.
- Establish and maintain positive relationships with campers, providing emotional support and guidance as needed.
- Provide leadership and role modeling for campers, encouraging positive behavior and conflict resolution.
- Coordinate the implementation of daily schedules and routines, including meals, rest periods, and program activities.
- Maintain accurate records of camper attendance, behavior, and progress.
- Communicate regularly with parents and guardians, providing updates on camp activities and camper well-being.
- Assist with the maintenance of community centre facilities and equipment, ensuring that they are clean, safe, and in good repair.
- Respond to camper and parent concerns and complaints in a timely and professional manner.
- Manage the transportation of campers to and from the campsite or other locations as needed.

2. Administration

- Learn, follow and implement policies and procedures to ensure the safety and well-being of campers and staff.
- Communicate with parents & guardians to provide information about camp activities, policies, and procedures.
- Learn & implement emergency procedures and protocols to ensure the safety of campers and staff in case of accidents, natural disasters, or other emergencies.
- Assist with the planning and execution of special events and activities, such as field trips and theme days.
- Ensure compliance with all legal and regulatory requirements, including health and safety regulations, employment laws, and child protection policies.

3. Teamwork and Collaboration

- Contribute to a positive camp community by actively participating in staff meetings, trainings, and team-building activities.
- Collaborate with Community Development team and fellow camp staff to develop and implement daily schedules, routines, and activity plans.
- Communicate regularly with other staff members to ensure a cohesive and coordinated approach to camper supervision and care.
- Provide support and guidance to other staff members, sharing expertise and

knowledge as needed.

- Provide constructive feedback to other staff members in a respectful and professional manner.
- Assist with the resolution of conflicts or concerns between coworkers, modeling effective communication and conflict resolution strategies.
- Collaborate with other staff members to develop and implement strategies for promoting camper engagement, learning, and growth.

4. Communication

- Collaborate with other camp staff to develop and implement effective communication strategies for promoting camper engagement, learning, and growth.
- Assist with the production and distribution of community development tenant-facing pamphlets, brochures, and newsletters, ensuring that materials are professionally presented, accurate, and audience-appropriate.
- Participate in community outreach efforts to promote the camp and its programs, including attending community events and distributing promotional materials.
- Work collaboratively with other camp staff to ensure consistency and accuracy of messaging across all communication channels.
- Actively seek out feedback from campers, families, and other stakeholders on the effectiveness of camp communication efforts, and use this feedback to continuously improve.

RELATIONSHIPS:

Community Development Manager
Community Development Coordinator
Community Development Assistant
Community Development Summer Program Assistant
Nepean Housing Corporation Staff
Residents

SUPERVISES:

Campers

EDUCATION OR EQUIVALENT KNOWLEDGE:

Relevant Post Secondary Education in a related field.

Understands the developmental and recreational needs of children.

Ability to accompany and supervise participants in a variety of environments.

Excellent interpersonal skills.

Demonstrated ability to work in a respectful manner with groups from diverse backgrounds and experiences.

Knowledge of relevant legislation. (Duty to Report)

Has previous knowledge and experience of appropriate actions to ensure the health and safety of vulnerable children and youth.

EXPERIENCE REQUIRED:

- Programming skills in crafts, sports, games, creative play, stories, and music.
- Ability to follow verbal and/or written directions/procedures.
- Ability to accompany and supervise participants in a variety of environments.
- Experience planning and operating recreation programs for preschoolers, children and/or youth.

OTHER:



Valid driver's license and access to a reliable vehicle, First Aid/CPR, recent vulnerable sector check.

HIRING CRITERIA

This position is funded by the HRSDC under the Canada Summer Jobs program. As a result, there are certain eligibility requirements that must be met. Specifically, the successful candidate must be between the ages of 15 and 30, be a Canadian citizen, permanent resident, or have refugee status, and be legally entitled to work in Canada. In addition, they must be enrolled in post-secondary education or have the intention to return to full-time studies in the fall.

When it comes to the hiring process, the Nepean Housing Corporation is committed to providing equal opportunities for all candidates. We welcome applications from individuals of all backgrounds and experiences, and we will provide accommodations throughout the recruitment process, upon request.

Please note that this is a brief contract position that runs from June to August and is subject to funding. We strongly prefer applicants who are available to commit to the entire duration of the program and will not require significant time off during this period. If you meet the eligibility requirements and are interested in this position, please submit your resume and cover letter by the deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Executive Director

Human Resources Committee