



## ONTARIO NATIVE EDUCATION COUNSELLORS ASSOCIATION

<b>Program:</b>	Native Counsellors Training Program (NCTP)
<b>Contract Position:</b>	Day Camp Educator
<b>Reports To:</b>	Program Coordinator
<b>Supervises:</b>	N/A

### Summary of Work to be Performed:

Develop, coordinate and implement a wide variety of recreational programs, activities, and services for children with a focus on program delivery for children aged 2 through 6. Responsible for the efficient operation, program planning, implementation, and promotion of the Binoojiiinag Centre Program for NCTP as well as other special programs/events involving children registered in the program. Maintain liaison with NCTP staff pertaining to the care and well-being of children. As a member of the NCTP team, the incumbent is also responsible for consistently demonstrating and promoting ONECA's vision, philosophy and objectives in regards to his/her contribution to a supportive, nurturing and respectful environment for staff, students and their families.

### Scope of Work:

- **PROGRAM PLANNING:** Day Camp set-up and take down. Plan and implement developmentally appropriate activities and experiences. Develop and implement program curriculum, day-to-day programming and snack preparation. Ensure health and safety for children, encouraging children's learning and development of positive self-concept. Use appropriate guiding and caring for children. Collaborate with Youth Camp Educator to plan/coordinate program activities and sharing of supplies/materials where appropriate.
- **ADMINISTRATION:** Develop and maintain inventory tracking system. Identify and secure program materials and supplies as per NCTP purchasing procedures. Maintain accurate records of attendance and completes accident/incident reports in a timely manner and immediately notifies the Program Coordinator of issues/concerns. Maintain emergency contact that includes but not limited to parents, NCTP staff, campus resources and local medical services. Ensure camp applications are accurate and complete and fees are paid prior to accepting children into the program; referring parents to NCTP office for payment. Establish processes and checklists to monitor and maintain safe environment for children following provincial day care guidelines.
- **COMMUNICATION:** Maintain accurate and up-to-date documentation of information on children's progress/concerns/issues obtained through interactions with children and their parents. Ensure parents and their children are knowledgeable, abide by program expectations and guidelines. Attend staff meetings, providing updates to other program staff on Camp activities. Provide program documentation and/status reports as requested by the Program Coordinator.
- **TEAM WORK:** Assures effective two-way communication at all levels of responsibility. Participates in staff meetings as requested/appropriate. Represents the program and ONECA's commitment to professionalism in all interactions with students and their families. Seeks always to promote a spirit of collegiality in dealings with other program staff. Assists in a minimum of 25% of the planning and execution of extracurricular student activities ( evening/weekend events.)
- **OTHER DUTIES AS ASSIGNED** - As requested by the Program Coordinator and/or ONECA Executive Director.

**Qualifications:**

- ECE Certification, Child and Youth Diploma or Human Services Degree.
- First Aid/CPR and Food Safe Certification.
- Minimum of two (2) years working with children.
- Knowledge of the Days Nursery Act and the laws and policies related to working with youth.
- Ability to lift up to 25 lbs and spend 1/3 to 2/3's of on-the-job time engaged in physical activities, ( walking, stooping, kneeling, etc).
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to children in First Nation communities and incorporate the culture into programming.
- Excellent oral, written and interpersonal communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
- Ability to speak a First Nation language an asset.
- Prior supervisory experience in a day care setting an asset.

**Conditions of Contract:**

- Must be willing to reside on campus for duration of the contract.
- Must be willing to provide a criminal background check.
- Must provide proof of current vaccinations.
- Must possess a valid driver's license and proof of insurance.