

**EMPLOYMENT OPPORTUNITY**  
**Summer Camp Positions – Enhanced Support Worker & Camp Councillor**

The Municipality of South Bruce is seeking one (1) Summer Enhanced Support Worker and one (1) Camp Councillor Student positions for our Summer Camp Program. These positions will ensure the safety and development of participants. They will implement fun, educational and safe camp programs for the summer.

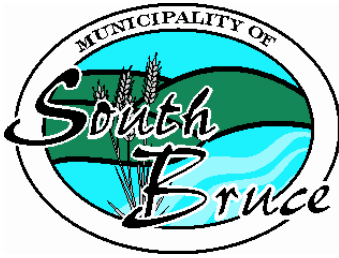
Hours of work are a maximum of 35 hours per week. Hours may vary. Monday – Friday 8:30am - 5:30pm for the months of July and August 2023.

**Full Job Description and qualifications listed below.**

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 pm Noon on Friday, May 5<sup>th</sup>, 2023** to:

Rhonda Niesen, HR Assistant  
Municipality of South Bruce  
21 Gordon St E  
PO Box 540  
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to [rniesen@southbruce.ca](mailto:rniesen@southbruce.ca) in either Word or Adobe format.



## POSITION DESCRIPTION

---

**POSITION TITLE:**                    **ENHANCED SUPPORT WORKER**

**DEPARTMENT:**                    Recreation & Facilities

**SALARY GROUP:**  
**SEASONAL**

**GENERAL SUPERVISOR:**    Recreation & Facilities Manager

**POSITIONS SUPERVISED:**    n/a

---

### **POSITION SUMMARY:**

The Enhanced Support Worker is intended to support the inclusion of children with special needs (aged 0-12) in the Summer Camp Program.

### **PRINCIPAL RESPONSIBILITIES:**

- Support the principals of inclusion during all daily routines
- Remain on site or on outings with the designated program at all times
- Adhere to the policies and procedures of the Municipality and all employer-employee expectations
- Follow regulations of the Child Care and Early Years Act.
- Conduct oneself in a professional manner
- Be familiar with all pertinent information regarding each child in the program
- Be familiar with the Serious Occurrence and Bruce Grey Children and Family Services reporting procedures and each person's duty to report
- Be aware of, and adhere to, confidentiality policies of the Municipality of South Bruce
- Prepare for and attend staff meetings, team meetings, case conferences and supervision sessions as requested
- Participate in in-service training sessions or professional development sessions to keep abreast of current information as it pertains to this position
- Implement program activities by following the Individual Support Plans and Goal Plans developed by the Resource Teacher and program staff when required
- Participate as a member of the child care team to best meet the needs of all children within the existing routine of the daily program
- Consult on a daily basis with child care educators and on a regular basis with the Bruce County Resource Teacher
- Assist with acquiring purchase orders and obtaining program supplies
- Sanitization of supplies
- Other duties as assigned by your supervisor

---

### **EDUCATION:**

Minimum ECE degree or diploma, Child and Youth, Development Support, Educational Assistant, Recreation and Leisure and/or trainings in the fields of psychology or extensive experience with ECE. If an ECE, be a member in good standing with the College of Early Childhood Educators in Ontario

### **QUALIFICATIONS (RECOMMENDED):**

1. Must be 18 years of age or older
2. Must possess or be willing to take High- Five
3. Must provide a Vulnerable Sector Police Check
4. Must possess a high school diploma or equivalent.
5. Must be at least 18 years of age.
6. Must have two years of previous experience working with elementary school aged children.
7. Possess basic knowledge and understanding of school aged children.
8. Be a self-starter and perform job with little supervision.
9. Possess the ability to communicate verbally and in writing.
10. Possess the ability to follow written and oral directions.
11. Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
12. Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
13. Must be in good physical condition.
14. Good interpersonal skills
15. Able to work alone or with minimal supervision; personal qualities of reliability and co-operation
16. Working knowledge of refrigeration, mechanical and electrical equipment
17. Knowledge of health and safety practices, including WHMIS and current standard first aid and CPR certificate.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Work in all types of weather, times, and environmental conditions
- Split Shift work
- Personal Protective Equipment (PPE) must be worn at all times.

**CONDITIONS OF EMPLOYMENT:**

This position requires you to be able to handle stress, you will be dealing with children and the public. Hours of work are Monday-Friday are vary from 8:30am-5:30pm, from July-August with maximum 35 hours per week. You may have to respond to emergency situations. As an employee, you must submit to a police background check at your own expense. You are required to attend all training sessions as required by the Municipality. You are required to wear all required personal protective equipment (PPE) as required for this position.

---

Prepared By: AW  
Effective Date: October 21, 2022

Approved By: SC