**Children At Risk, an Ottawa area based charity supporting families dealing with Autism is pleased to offer March Break Camp. This is a dedicated Specialty Camp catering to upwards of 40+ youth aged 4 to 20+years of age on the Autism Spectrum that require 1 to 1 or 2 to 1 Counsellor to Camper ratio due to behavioural or developmental needs.**

**Location**: 235 Donald Street, Ottawa, ON K1K 1N1

**Reports to:** Camp Director & Senior Group Leader

**Program Dates:** 10th to 15th March

**Hours:**  8:30 a.m. – 4.30 p.m. Monday to Thursday till 6 p.m. Friday

**Pay:** Starting at $15.00 an hour and based on level of applicable experience

**Compulsory Training & Room Set-up:** Sunday 10th March 9.00 a.m. to 6 p.m.

**Group leaders have three distinct tasks**

1. They are required to set up a home room that is not over stimulating but inviting to the Campers. Need to also facilitate pack-up at the end of Camp.
2. They need to plan and effectively implement a creative, fun weekly schedule appropriate to the campers’ functionality and age. The schedule needs to contain core elements of outdoor fun, indoor fun, creativity, mind challenging activities and social interaction and develop key life skills. If their Campers’ require visual communications, the Group Leader needs to organize PECS for their activities.
3. The Group Leader is ultimately responsible for training in the natural environment the Counsellors in their group, in a supportive manner. They need to make sure that their group works as a team where experienced Counsellors support less experienced counsellors.

***Essential Job Functions:***

1. Group Leaders are responsible for the care and safety of both the Campers and the Counsellors in their groups. The Group Leader needs to make sure the Counsellors are supporting the Campers and are coping. They need to be vigilant for physical burn out and mental stress as well as making sure everyone is getting their lunch breaks.
2. Group Leaders need to walk their team through each Campers’ profile. The Group Leader needs to make sure that the Counsellors know triggers, how to implement suggested calming techniques as well as allergies, food avoidances, Epipens and medication and seizure protocols.
3. The Group Leader needs to explain the importance of following the daily program with their Campers but how to make modifications based on their Campers specific needs if the Camper finds a particular activity too challenging or aversive and how to implement the transition warnings with the frequency that each Camper needs. Detail how to prevent challenging behaviours from occurring, redirecting, keeping camper busy by engaging them in activities, be aware of any changes in the behaviour/demeaner and anticipate changes in behaviours or triggers. How to calm a Camper down and conclude a meltdown and a room exit strategy should a situation escalate.
4. Detail how important it is to be constantly watchful as Campers can have a lack of safety sense and inform how to take appropriate precautions.
5. Where there are life skill deficits, explain how to deal with these whilst maintaining the dignity of the Camper. Implementation of toileting routines, timely changing of diapers, assisting with food containers or feeding of the Camper and implementation of good hygiene, as well as specifics post swimming of drying and changing.
6. Make sure counsellors understand sensory needs, and forms of over stimulation which may cause Campers distress or lead to meltdowns, especially those that counsellors maybe oblivious too.
7. Explain how to use visual Schedules and Pictures (PECS) to communicate with non- verbal Campers on the schedule of activities, how to use scale charts to communicate hunger levels, frustration levels, mood, how happy they were with an activity.
8. Need to go into specifics as to what is necessary to provide their Campers with the best possible Camp experience within the Camp rules and regulations. Explain the Camps’ Fire Alarm procedure and lock-down protocol and their Groups’ safety plan for different locations.
9. How to have fun appropriately and model play skills where Campers can learn in the natural environment the art of sharing, taking turns, clean-up and respecting property.
10. Group Leader needs to make sure that the Children At Risk rules are adhered to. Most importantly they need to re-iterate our cellphone policy.

#### Experience –

* Experience volunteering/working with youth in a day program atmosphere
* Previous background/knowledge about working with people with special needs, specifically autism.
* Knowledge of use of PECS and visual aids
* Have CPI's NVCI or equivalent qualifications and working knowledge/experience of one and two person holds.
* Have a Vulnerable person Police check along with a CPR/First Aid certificate and be a strong swimmer.
* Have a social insurance number.

### Personal Attributes - This individual must:

* Have the ability to work under pressure, and be supportive to others in high stress situations
* Have creativity, attention to detail, organization & planning skills
* Have perseverance, patience, positive outlook/attitude, staying calm
* Have skills in team management, time management, problem-solving & critical thinking
* Demonstrate clear communication, good listening & observation skills
* Demonstrate adaptability, flexibility, ability to anticipate changes in behaviours or triggers
* Able to communicate effectively in English, and French a bonus

Interested candidates should complete the March Break Camp Application form link at <https://goo.gl/forms/x9gRGlbxXj20Ztj83>