

Special Needs Counsellor Job Description

Denomination: Christian and Missionary Alliance	Church Size: 350+
Job Type: Summer Position	Position Status: Full Time, Summer
Potential Start Date: July 21, 2025	Potential Duration: 6 weeks
Department: Children's Ministry	Reports to: Children's Pastor
Pay: Minimum Wage	

Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

Job Responsibilities

May include, but are not limited to, the following:

- **Camp Preparation:** Under Camp Inclusion Coordinator's direction, lead volunteers in preparing for children of all abilities. Read through the meeting notes with families. Adapt activities so they are accessible. Create visual schedules. Prepare other resources and activities as necessary. Collaborate with camp staff and Pastor of Children's Discipleship to plan accessible activities for camp.
- **Event and Programming Assistance:** Assist in two to three Sunday morning programs (scheduled in advance). Execute logistics for family programs.
- **Teamwork:** Become acquainted with other ministry leaders in the church. Take initiative to complete tasks and think ahead of schedule in case of emergencies and/or changes. Be an example for all camp staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Camp Leadership:** Provide leadership and aid as a one-on-one buddy (special needs counsellor) for children with disabilities. Help children with disabilities integrate into the camp environment and provide support. Provide an inclusive environment, and as other children may have questions, be loving and kind in responding with person-first language. Ensure all camp materials are present for buddies each day.
- **Communication with Camp Inclusion Coordinator:** Review and revise with Camp Coordinator as needed to provide best care for children.
- **Conflict Resolution:** Address disagreements between children and camp volunteers if applicable.
- **Relationship Building:** Ensure campers are engaged. Actively get to know the children and camp staff.

- **Post-Camp Assistance:** Help execute camp clean-up of all decorations and set-up for the following week. Participate and actively contribute in debrief with all camp staff and leaders.
- **Personal and Professional Development:** Identify three SMART goals and implement them over the summer. Complete a brief weekly reflection regarding experience, tasks, and self-improvement.

Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a small group and ability to work collaboratively.
- Experience in leading children/youth programs and activities preferred.
- Ability to prioritize and multi-task with strong attention to detail.

Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.

Submit your applications at uachome.org/careers.