



East Scarborough

BGC East Scarborough

100 Galloway Road, Toronto, Ontario M1E 1W7



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www.esbgc.ca



416-281-0458

Inclusion Assistant

The Inclusion Assistant works as a member of the Early Years multidisciplinary team to assist in planning and implementing programs for children from birth to 6 years of age. The Assistant will work directly with the Inclusion Facilitator who will mentor and provide training throughout the course of the summer. This position will specifically focus on implementing activities and support in various ways for children with extra support needs. Staff will be required to attend a week of training prior to the start of their employment.

Program Responsibilities:

- Collaborate with team members to implement programs and activities for children with extra support needs
- Ensure the program area is set up appropriately to meet the developmental stages and needs of the campers
- Interact in a positive manner with children, staff, parents/caregivers, and volunteers
- Assist with daily maintenance of program space; proper storage of equipment and program materials
- Actively participate in debriefing sessions at the completion of each day and partake in preparation for the following day
- Communicate with parents daily in relation to their child's day and the activities they participated in
- Other duties as assigned

Key Qualifications and Assets:

- Individuals who are enthusiastic and energetic
- Demonstrate general understanding of the type of support needs for children with autism, Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), and other developmental or physical delays
- Genuine interest in working with children
- Strong leadership and programming skills
- Experience working or volunteering with children
- Demonstrate time management and organizational skills
- Demonstrate an understanding of anti-bias philosophy
- Legally eligible to work in Canada
- Currently enrolled in post-secondary education related to children's services is an asset
- Second language an asset

Skill Development Opportunities

- First Aid Certification and HIGH FIVE Certification (Principles of Healthy Child Development)
- Development of program planning and facilitation skills
- Opportunities to practice positive role-modeling and supervision of volunteers/junior leaders, with support from full-time staff
- Develop "soft skills" (punctuality, appropriate dress, communication skills, etc.)
- Opportunity to develop skills required when working in a team environment
- Opportunity to develop customer service skills (greeting parents)
- Overall goal of increasing the student's employability skills for the future

Job Code: IA-2022

Please submit your resume to: hr@esbgc.ca

Thank you for your interest. Only applicants selected for an interview will be contacted. BGC East Scarborough is committed to the principles of employment equity and encourages applicants from all Human Rights protected groups. We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.