



RICHMOND CENTRE FOR DISABILITY

2023 Summer Fun Program for Children with Disabilities

Summer Fun Activity Leader Job Description

Job Title: **Summer Fun Activity Leaders** (Canada Summer Job Position)
Duration: **July 3 to August 11, 2023** (Total 180 hours)
Work Hours: **Monday to Friday, 9:30 a.m. to 3:30 p.m.** (6 hours a day; 30 hours a week)

Activity Leader Functions & Duties:

Scope – includes planning, promoting, implementing and monitoring activities for children with disabilities. This is an intensive position to design activity contents, register participants and subsequently work one-on-one with children with special needs, to support them going through a learning initiative using various recreational and skills development activities, including arts and craft, games and technology.

Planning Stage –

1. To design curriculum and activities for the Summer Fun Project
2. To devise learning plan for children with disabilities, of various level of abilities
3. To organize and update participant database from previous children programs
4. To discuss with RCD Program Team regarding activity choice and designs
5. To prepare supplies list and responsible for the acquisition of the items
6. To be in charge of volunteer recruitment and summer program registration and promotion
7. To plan for volunteer training & prepare training materials

Preparation and Training Stage –

1. To assess the suitability of children to participate in the summer activities and necessary accommodation
2. To assess the suitability of volunteers to participate in the project
3. To provide a training workshop to volunteers as needed
4. To discuss own duties and responsibilities with supervisor

Implementation Stage –

1. To plan and organize activities for the summer program
2. To lead and implement summer project activities
3. To supervise participants, coordinate volunteer duties and facilitate feedback and inputs from parents and volunteers
4. To provide one-on-one support to children in the learning sessions
5. To ensure the children are in a safe environment
6. To keep tidy the room the summer camp is being held
7. Budget planning, control and reporting
8. To submit weekly report to supervisor, as well as incident reports and end of project report
9. To respond to any unexpected incidents
10. To report to Centre staff directly of any incidents deemed necessary

Attributes required and to be maintained:

- Proper work ethics
- Reliable and punctual
- Team player
- Personal grooming/Attire
- Patient and caring
- Initiative/Enthusiasm

Reporting to: RCD Executive Director