

# Woolwich Township Job Posting



**Date:** January 27, 2025  
**Position:** Summer Inclusion Facilitators  
**Department:** Recreation & Community Services  
**Wage Rate/Grade:** \$17.20 - \$19.00 per hour

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking two (2) Summer Inclusion Facilitators from May 26 to August 29, 2025.

## Purpose of position and profile

Recreation & Community Services is seeking two Summer Inclusion Facilitators to be responsible for ensuring the inclusion of campers of all abilities and needs in summer programs during the months of May-September 2025. Our Summer Camp is a growing and exciting program, running for 9 weeks in 2025. This position will work part-time hours from May 27- June 8, and full-time hours from June 9 onwards. Our Summer Camps run out of the Woolwich Memorial Centre (Elmira), Breslau Community Centre (Breslau) and St. Jacobs Arena (St. Jacobs). Responsible for providing appropriate assistance to Summer Camp staff, volunteers, and participants in developing a safe and welcoming environment designed to foster friendships, promote social interactions, and enhance participation.

## Responsibilities:

- Assist with the intake process of campers with inclusion needs; meet with parents in advance of camp to complete required documentation and gain a better understanding of campers' individual needs
- Works directly with campers to enhance participation and create a fun camp experience
- Correct and redirect inappropriate camper behaviours
- Supports summer camp leaders by actively participating in programming (i.e., implement individual/ group inclusion techniques, activity modification etc.)
- Works in cooperation with summer camp leaders to deliver activities that creates opportunities for group development and interaction amongst all campers.
- Maintains regular communication with parents/ guardians of campers with inclusion needs.
- Deals with and responds to emergency situations.
- Monitors facility accommodations as per activity and safety needs.
- Provides direct support as required (i.e., lifting, transfers etc.)
- Plan, facilitate and evaluate Leader in Training volunteer program.
- Mentor, support and supervise Leader in Training volunteers.
- Attend all pre-camp staff trainings.
- Providing excellent customer service to campers, parents, staff, and volunteers
- Write an end of summer report summarizing successes, challenges, and suggestions for 2026.
- Demonstrate good knowledge of Township of Woolwich Summer Camp programs and policies.
- Perform all other duties as assigned.

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Knowledge of program adaptations and behavior modification techniques.
- Demonstrated leadership, interpersonal, customer service and dynamic facilitation skills.
- Experience training and mentoring others.
- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Comfortable working in a fast-paced environment with competing priorities.
- Basic swimming ability is required.
- Knowledge of applicable provincial/federal legislation, health and safety regulations.
- Zones of Regulation training considered an asset.
- Minimum two (2) years' experience working with persons with exceptionalities and diverse background
- Minimum one (1) year experience working in a camp environment, with some supervisory, program planning and organizational experience preferred
- Standard First Aid / CPR level C (or willing to obtain as a condition of hiring)
- Lifesaving Society SafeGuard (or willing to obtain as a condition of hiring)
- High Five PHCD considered an asset
- Must have reliable transportation

## **Working conditions**

- Working both indoors and outdoors.
- Typical hours of work are Monday to Friday, 8am – 5pm. Weekend and evening hours may be required, based on programming needs.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on February 10. Please quote job posting 2025-04.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.