

Coordinator Summer Recreation and Learning Program JOB DESCRIPTION

Community Living Oshawa/Clarington

Community Living Oshawa/Clarington is a charitable organization offering opportunities for personal growth, community inclusion and empowerment to people with developmental disabilities, and their families.

VISION STATEMENT

For people with developmental disabilities to be included in a community where everyone lives, works, participates, succeeds and flourishes.

POSITION SUMMARY

The Co-ordinator of the Summer Recreation program will oversee virtual the summer program for teens and adults who have a developmental disability. The program this year will be run in person and focus on going out and doing more activities within the community, should this change, and if in-person is not available then students would run the program virtually through an online platform. The program will provide them with the opportunity to participate at home in leisure/recreational and learning activities planned according to their abilities and interests while interacting with others. It will also assist them to experience what their local community and other places around the world have to offer and give them opportunities to explore ways in which they may be able to contribute as citizens within their home community

SPECIFIC RESPONSIBILITIES

- Work in conjunction with participants, their families and staff to develop an individualized on-line summer plan that encompasses their goals and interests, builds on strengths, helps develop life skills, promotes social skills, and community integration
- help with the organization and to participate, along with other summer students, in a training session that will focus on FA/CPR, Quality Assurance Measures, natural connections, understanding disabilities, abuse awareness, COVID-19 and other pertinent training
- as directed, communicate through newsletters, letters, emails and phone calls with summer participants and their families on the on-line opportunities that are available to them
- develop weekly schedule of activities that individuals could join in on, based on interests
- research and liaise with community resources i.e. local museums, community groups and attractions that the teens/adults have shown an interest in, so that these summer activities can be incorporated into the on line program activities will be explored that will allow the adults to contribute in a meaningful way to their own community ie. volunteer opportunities; activities will also promote a community awareness to the participants of the summer program
- maintain accurate records for each participant in the summer program, and ensure all budgetary requirements are accounted for
- assist in the preparation of year end report, along with other written reports as deemed necessary such as newsletter articles, appreciation letters and website updates

Signature: _____ Date: _____