



**The Corporation of the  
City of Thunder Bay**

**Recreation & Culture Division**

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**POSITION TITLE: JUNIOR INCLUSION SERVICES (J.I.S.)  
- YOUTH ZONE SPECIALIST**

**POSITION SUMMARY:** the J.I.S. Youth Zone Specialist is responsible for the inclusion of youth with disabilities into the Youth Zone activities, as well as the fulfillment of assigned administrative duties.

**REPORTING TO:** Youth Zone Director

**POSITIONS SUPERVISED:** Leaders – Junior Inclusion Services

**TERMS OF EMPLOYMENT:**

**Length:** May to late August.

**Conditions:** Monday to Friday (will include evening and weekend work).

35 hours per week – May and June

40 hours per week – July and August

Must have use of a vehicle.

Current Standard First Aid and Level ‘C’ C.P.R. Certification.

High Five Quality Assurance Certification.

A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of hiring for ages 18 and over.

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THIS POSITION IS UNDER REVIEW

**MAJOR DUTIES:**

1. Plans and conducts Staff Training and Development Sessions for all summer staff, in coordination with the J.I.S. Directors, Activity Centre Worker, and Inclusion Coordinator.
2. Meets with individual participants, families and J.I.S. Facilitators to assess their needs and to negotiate the necessary program supports for the person to participate (done in an enthusiastic and positive manner).
3. Arranges schedules and supports with participants, families and staff.
4. Works in collaboration with Recreation & Culture Division summer staff to orient them to the service and to act as a resource to develop a team approach to the delivery for the service.
5. Promotes and encourages the development/implementation of accessible, achievable Youth Zone activities.

**Please Turn Over**

**Recreation & Culture Division**

**POSITION TITLE:**

**J.I.S. - Youth Zone Specialist**

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6. Responsible for assisting in the promotion, awareness and advertising of J.I.S. and the Division's summer programs to the community, service agencies and recreation staff.
7. Abide by, and enforce, all Youth Zone rules and regulations with respect to staff and teens.
8. On-going evaluation of the program.
9. Assists in the preparation and updating of programs and Staff Manuals.
10. Ensures safety procedures and standards are met in regards to working with youth with disabilities in all aspects of the programs (i.e., proper lifting/transfers, busing, hand-washing, toileting).
11. Provides direct support as required.
12. Provides on-site staff supervision when required.
13. Prepares and submits a comprehensive report immediately upon completion of the program
14. Performs other duties as assigned.

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**REQUIREMENTS:**

1. **Education**  
Secondary High School Diploma
  
2. **Experience**  
2 years recent experience in community recreation programming  
Proven leadership experience.  
Experience in developing training, especially as it relates to including youth with disabilities into recreational programming  
Proven leadership experience in working with children/youth with disabilities in an integrated setting
  
3. **Accreditation**  
Current Standard First Aid and Level 'C' C.P.R. Certification  
Valid Driver's License  
A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of employment for ages 18 and over  
  
**On the Job:**  
WHMIS  
Available for all job specific training  
High Five Quality Assurance Training (PHCD & Quest 2)  
City Driver's Test
  
4. **Personal Characteristics**  
Demonstrated:  
Good verbal and written communication skills  
Organizational skills  
Ability to work independently  
Resourcefulness and initiative  
Problem-solving ability  
Ability to work in a diverse and dynamic team environment  
Team player  
Understanding of, and belief in, the concept of inclusion as it relates to youth with disabilities in the Recreation & Culture Division programs and an ability to clearly communicate this concept.
  
5. **Assets**  
Experience in supervising staff  
Understanding of Health Child Development