

# INCLUSION COORDINATOR

## **Purpose:**

The Inclusion Coordinator will be able to communicate effectively with parents and campers to determine the special needs of each camper enrolled in the Inclusion Program. He/she will be able to provide leadership for staff and CILTs in helping them to understand and work effectively with campers with special needs.

## **Qualifications:**

- previous experience in working with children with special needs at a camp or similar setting is necessary.
- Valid driver's licence and access to a vehicle (camp will reimburse for mileage costs).

## **Term of Employment:**

Two weeks pre-summer (usually the two weeks prior to Staff Orientation). The Integration Coordinator will hold other staff positions throughout the summer, but will continue to monitor campers with special needs and be available as a resource for staff and CILTs.

## **Responsibilities:**

- contact the parents or guardians of each camper enrolled in the Integration Program and arrange for a pre-summer visit with them and their child;
- visit each camper enrolled in the Integration Program and his/her parents before the summer to assess how the staff at camp can best facilitate his/her special needs;
- determine, in cooperation with the leadership team, those cases in which Silver Lake is unable to accommodate the special needs of a specific camper, and in such cases to help the family connect with some possible alternative summer programs;
- plan and run a session for staff during Staff Orientation which serves to remind them of some of the issues involved in working with campers with special needs;
- be available, at the request of the CILT Leaders, to run sessions for the CILTs on working with campers with special needs;
- provide input to the leadership team with respect to counseling teams for each camper with special needs;
- meet with the counselors of all campers with special needs at the beginning of each camp session to inform them of the specific special needs of their campers and how best to facilitate them;
- monitor the progress of all campers with special needs while they are at camp, and assist their counselors in effectively working with them when necessary.