

## Inclusion Coordinator Job Description

**Denomination:** Christian and Missionary Alliance

**Job Type:** Summer Position

**Potential Start Date:** May 11, 2026

**Department:** Children's Ministry

**Pay:** \$18.50 per hour

**Church Size:** 350+

**Position Status:** Full Time, Summer

**Potential Duration:** 14 weeks

**Reports to:** Children's Pastor

### Summary

The Camp Inclusion Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs. Contribute to creating inclusive, engaging, and age-appropriate programming using research and digital and approved AI tools that support social, emotional, and spiritual development in children.
- **Marketing:** Support the development of a marketing and outreach campaign to recruit buddy volunteers.
- **Curriculum Development:** Assist staff in developing and revising curriculum for children and youth programs, ensuring activities are inclusive and accessible. Develop activities that promote active play, creative expression, teamwork, problem-solving, and life skills development.
- **Conflict Resolution & Positive Behaviour Support:** Apply conflict-resolution strategies to address disagreements among staff, volunteers, and participants. Promote a safe, respectful, and supportive environment by modelling positive communication and emotional regulation.
- **Relationship Building & Community Care:** Build meaningful connections with children, youth, volunteers, and ministry leaders. Foster an inclusive environment where all participants feel valued and supported.
- **Team Collaboration and Initiative:** Work collaboratively with ministry and leadership teams to support smooth daily operations. Demonstrate responsibility, adaptability, and initiative when responding to unexpected situations or changes. Model strong work ethic and leadership qualities for volunteers and summer staff.
- **Leadership Rounding & Program Monitoring:** Conduct regular check-ins at program stations and rooms to support leaders, ensure safety, and maintain program flow. Address emerging needs promptly and provide guidance to staff as required.
- **Post-Camp Evaluation & Preparation:** Collect and assess feedback from participants, parents, and staff to support continuous program improvement. Assist with post-camp clean-up, organization, and preparation for upcoming camp weeks.
- **Personal & Professional Development:** Complete weekly reflections to track learning, accomplishments, and areas for growth.

- **Safety & Training Compliance:** Complete mandatory abuse-prevention and risk-management training. Uphold all organizational safety protocols and contribute to a healthy and inclusive work environment.
- **Volunteer Onboarding & Recruitment:** Lead orientation and training sessions specifically focused on inclusion and accessibility.
- **Training Development:** Use digital and AI tools to create, adapt, and deliver inclusion-focused training modules for staff and volunteers, incorporating best practices for supporting physical, intellectual, behavioural, and developmental differences. Promote a culture of empathy, equity, and proactive support across the camp team.
- **Family & Camper Intake:** Conduct intake calls and meetings with families of campers who have disabilities or behavioural considerations to understand support needs. Complete inclusion intake forms and collaborate with families to implement appropriate accommodations. Use digital and AI approved tools to create and modify activities and curriculum to ensure accessibility and meaningful participation - such as visual schedules, modified instructions, social stories, etc.
- **Direct Inclusion Support:** Provide one-on-one or small-group assistance to campers requiring additional support. - Implement accommodations such as visual schedules, sensory tools, adapted games, or communication strategies. Foster an inclusive, safe, and supportive camp environment where all children can succeed.
- **Leadership & Team Support:** Check in daily with buddy volunteers and special-needs counsellors, offering feedback, coaching, and emotional support. Help monitor safety, uphold inclusion standards, and quickly address concerns.

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Ability to work collaboratively.
- Experience in inclusion for children/youth programs and activities.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant. Submit your applications at [uachome.org/careers](https://uachome.org/careers).*