

Special Needs Counsellor Job Description

Denomination: Christian and Missionary Alliance

Church Size: 350+

Job Type: Summer Position

Position Status: Full Time, Summer

Potential Start Date: June 29, 2025

Potential Duration: 7 weeks

Department: Children's Ministry

Reports to: Children's Pastor

Pay: \$17.60 per hour

Summary

Last summer, we had 400 campers join us for Power Up! Camps. Camp Leaders help to facilitate the daily activities of the camps.

Job Responsibilities

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

- **Camp Preparation & Accessible Program Planning:** Under the direction of the Inclusion Coordinator, lead volunteers in preparing inclusive environments for children of all abilities. Review family meeting notes to understand individual needs. Adapt camp activities to be accessible and engaging, create visual schedules, and prepare sensory-friendly or alternative resources as needed. Collaborate with camp staff and the Pastor of Children's Discipleship to design accessible programming for all campers.
- **Digital Tools, Visual Supports & AI-Assisted Adaptations:** Use digital tools—including presentation software, design platforms, adaptive communication apps, and approved AI tools—to create visual schedules, social stories, modified instructions, and individualized supports for campers with disabilities. Utilize technology responsibly to enhance accessibility, communication, and engagement.
- **Event & Program Support:** Assist with two to three Sunday morning children's programs (scheduled in advance).
- **Teamwork, Initiative & Professional Conduct:** Build strong relationships with ministry leaders, camp staff, volunteers, and families. Demonstrate initiative by anticipating camper needs, preparing ahead for transitions or behavioural challenges, and adapting plans when unexpected changes occur. Serve as a positive role model of compassion, inclusion, and leadership for the entire camp team.
- **Camp Leadership & One-on-One Support:** Serve as a one-on-one buddy (Special Needs Counsellor) for children with disabilities, providing emotional, physical, and social support throughout the day. Help each child integrate into group activities and navigate the camp environment. Model and encourage person-first language when responding to children who have questions about disabilities. Ensure all individualized materials and supports are prepared daily.
- **Ongoing Communication with Camp Coordinator:** Maintain ongoing communication with the Camp Coordinator to assess camper progress, adjust supports, and ensure the highest quality of individualized care. Participate in daily check-ins and planning discussions as required.

- **Relationship Building:** Develop meaningful, supportive relationships with children. Learn each child's interests, strengths, and communication style to promote comfort, belonging, and engagement. Build rapport with camp staff and volunteers to foster a cohesive, collaborative team environment.
- **Post-Camp Support & Debriefing:** Participate fully in end-of-day and end-of-week debriefs with camp staff and leadership. Contribute constructive feedback to improve future accessibility. Assist with camp clean-up and preparation for the following week's setup.
- **Personal & Professional Development:** Complete a brief weekly reflection analyzing experiences, skill development, and personal growth.

Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a small group and ability to work collaboratively.
- Experience in leading children/youth programs and activities preferred.
- 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.