



GOVERNMENT OF BERMUDA

Department of Youth, Sport & Recreation

Para-educator

Responsible to: Supervisor and Assistant Supervisor

Supervises: N/A

Position Summary:

Summer camp para-educators coordinates and supervises school aged- children with exceptionalities during summer camp activities often on a one on one basis.

Requirements:

1. Must be **at least 18 years of age at the start of camp**; attending senior school/ college/ university and pursuing a qualification in a human related field with emphasis in special education, recreation or supervision; or experience as a para-educator.
2. Processes high level of maturity and patience with a good moral character.
3. Desire and ability to work with children with exceptionalities.
4. Knowledge of and/or desire to learn how to plan, and conduct recreational activities adapting materials and activities to meet the needs of students with exceptionalities.
5. CPR and First Aid Certification
6. Security Vetting

Duties and Responsibilities:

1. Act as a positive role model for campers by exhibiting upbeat, cooperative and a friendly attitude at all times.
2. Develops plans, organizes and supervises engaging recreational activities with the assistance of the Assistant Supervisor so that campers' experience is seamless and positive.



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3. Demonstrate sensitivity to the needs of campers served.
4. Have the physical capacity to meet the needs of the camper with physical disabilities
5. Oversee the procurement of supplies and equipment required for camp activities.
6. Creates and maintains record of campers' personal information, attendance logs and incident reports.
7. Maintains order within camp premises and ensure the safety and welfare of campers.
8. Monitor campers to identify and respond to unruly behavior or deviations from camp guidelines
9. Escorts and monitors children to specialist activities and on field trips.
10. Collaborate with camp staff to develop and execute plans for daily activities
11. Establishes in conjunction with the Supervisor and Assistant Supervisor, camp regulations and guidelines necessary to maintain order within camp premises.
12. Established trust and rapport while maintaining a healthy boundary while interacting with campers.
13. Mediate disputes or conflicts between campers to ensure a peaceful environment
14. Participates and provides attentive supervision during assigned activities such as; in singing, storytelling, and sporting activities, etc.
15. Conduct inspections to ensure camp environment is clean and free of hazard
16. Administer emergency safety procedures such as CPR and first aid as may be required.
17. Lead campers in fire drills, as well as teach them emergency procedures and survival skills
18. Attends all meetings and training as required.
19. Assumes other responsibilities to benefit the program as assigned by the Supervisor and/or Assistant Supervisor.