



**INCLUSION COORDINATOR**  
**(ONE POSITION)**  
**AND**  
**INCLUSION COUNSELLORS**  
**(TWO POSITIONS)**

**About Torbay**

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

**The Position(s)**

The Town of Torbay is presently recruiting an Inclusion Coordinator and two Inclusion Counsellors who will oversee and support children of varying disabilities/special needs to participate in the Town of Torbay Summer Day Camp program. Enthusiastic Inclusion staff will encourage participation, skill development, adapt programs, foster good relationships, and provide support where necessary. These roles do not provide personal care services. The Inclusion Counsellors will work under the direction the Inclusion Coordinator.

**Education:**

- A minimum of one (1) year post-secondary education in a field related to children and youth (i.e., Recreation, Therapeutic Recreation, Physical Education, Education, Early Childhood Education, Special Education, Social Work, Nursing, or Occupational Therapy);
- ABA therapist training and/or experience working as a respite worker or with a homecare agency would be an asset.
- Crisis Intervention Course would also be an asset.

**Qualifications and Experience**

- Knowledge of various types of disabilities;
- Experience in program planning and experience in a recreational setting;
- Experience working with children/youth with disabilities, knowledge of adaptations and behavior management techniques.
- Excellent Communication Skills and Strong Problem-Solving Skills
- Must be able to provide an updated RNC Certificate of Conduct, including a vulnerable sector check;
- Must hold a valid certification in Standard First Aid CPR Level C with AED;
- High Five® Principles of Healthy Child Development.
- Candidates possessing an equivalent combination of education and experience that is

deemed acceptable by the Town may be considered.

**Period of Employment**

Inclusion Coordinator: June 8<sup>th</sup>, 2023 – August 27<sup>th</sup>, 2023

Inclusion Counsellors: June 19<sup>th</sup>, 2023 – August 27<sup>th</sup>, 2023

**Application Process**

Applications complete with a cover letter and resume can be emailed, in confidence to Mark Whalen, Director of Human Resources at [mwhalen@torbay.ca](mailto:mwhalen@torbay.ca) **no later than 4PM on Friday March 3<sup>rd</sup>, 2023.**

Successful applicants must be available to attend mandatory training sessions which will be held during daytime, evening and/or weekend hours.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.