

UBC Camps – Senior Instructor (1 Position)

UBC Camps is looking for two individuals to fill the position(s) of Senior Instructor this summer. Senior Instructors will be responsible for supervising camp instructors, assisting instructors in the planning and implementation of their programs, ensuring all policies and procedures are understood by staff and adhered to, coordinate Friday Frolic activities, host weekly staff meetings, assist with supervising groups of youth (ages ranging from 3-18) and/or leading activities, as well as assist with set-up/clean-up duties as needed. Senior Instructors will report to the *Coordinator – UBC Camps* and/or the *Manager-UBC Camps*.



The Senior Instructor will supervise staff who are leading the following programs: **ADVENTURES ABOUND, ADVENTURE ADD-ONS, PERFORMING ARTS, VISUAL ARTS, FILM, LEGO DESIGN ROBOTICS, JUNIOR LEADERSHIP, UNIQUELY YOU, CREATIVE WRITING, BALL HOCKEY, TCHOUKBALL, BADMINTON/TABLE TENNIS, BIKING, MULTI-SPORT, FOOTBALL, SOCCER, SKATEBOARD & BMX, TRACK AND FIELD, and ULTIMATE FRISBEE camps.**

Specific information regarding each of these camps can be found on our website: www.camps.ubc.ca

SPECIFIC DUTIES & RESPONSIBILITIES:

- Supervising Camp Instructors and leading weekly staff meetings
- Guide and assist Camp Instructors in planning and implementing their assigned camps using BC Curriculum guidelines
- Assist with the organization of program supplies
- Ensure all UBC Camps policies and procedures are understood and followed
- Assist as necessary in supervising children and youth, and in helping to lead activities when necessary
- Support instructors in positive behavior management
- Act as a lead in emergency and first aid incidents
- Coordinate Friday Frolic activities & logistics
- Assist in the delivery of instructor training (**June 7, 8, 13-15 2017 (All Day)**)
- Other office duties or supervisory duties as necessary

REQUIRED QUALIFICATIONS:

- Experience working with children and youth in group settings
- Experience supervising and managing staff
- Previous coaching or instructing experience
- Strong customer service skills
- Outgoing and enthusiastic personality
- Strong organizational skills
- Ability to prioritize safety, while helping camp instructors create fun and memorable experiences for camp participants
- Ability to positively manage behavioral challenges
- Ability to remain calm in emergency situations
- Flexibility and willingness to make mid-program adjustments to accommodate the needs and abilities of the group
- Current criminal record check, with a vulnerable sector check obtained before June 7 2017
- Valid Emergency or Standard First Aid Certification obtained before June 7 2017

PREFERRED QUALIFICATIONS:

- Class 4 Drivers License
- Experience planning and designing children's programming
- Relevant Certification(s)

Duration of Position: June 1 – September 1, 2017.

Wage: \$1,040.00 semi-monthly salary.

How to Apply:

Submit a cover letter, resume, and three references with contact information to Emily Thomas, UBC Camps Coordinator – Sport and International Camps, Athletics and Recreation by email at ubc.camps@ubc.ca or in person at 6160 Thunderbird Blvd (Tennis Bubble), Vancouver, BC, V6T 1Z3. Applications accepted until position is filled. Only those selected for an interview will be contacted. Incomplete applications will not be reviewed.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.