UBC RECREATION JOB DESCRIPTION

Job Title: Head Instructor – Arts & Enrichment Camps

Work Term
- May 30 – Sept 4, 2020

JOB DESCRIPTION
UBC Camps is looking for an individual to fill the position of Head Instructor - Arts & Enrichment Camps. The Head Instructor - Arts & Enrichment Camps will be responsible for overseeing the success of the following day camps: Performing Arts, Art-Tastic, Inspired Perspectives, Crafty Creators, Wellness Warriors, Ignite, Uniquely You, and Lego Design Robotics. The Head Instructor – Arts & Enrichment Camps is responsible for supporting Instructors in the planning and implementation of these camps (and others as needed), including playing a supporting role in volunteer and Instructor training; ensuring all policies and procedures are adhered to; leading weekly staff meetings; assisting with supervising groups of youth (ages ranging from 6-17) and/or leading activities; organizing camp supplies and equipment, as well as assisting with other set-up and clean-up duties as required for camps to operate smoothly.

Additional information about UBC Camps and programming offered can be found on our website: www.camps.ubc.ca

DESCRIPTION OF DUTIES
• Supervise Instructors in their duties
• Support Instructors in planning and implementing their assigned camps
• Assist with program supplies and equipment logistics
• 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 with implementing positive camper behavior management strategies
• Act as a lead in emergency and first aid incidents, exercising sound judgment and leadership
• Coordinate other UBC Camp related events & their logistics as needed
• Assist in the delivery of evening volunteer training (June 4) and weekend instructor training (June 8+9)
• Other duties as necessary

This role is integral to the operations and goals of the Department of Athletics and Recreation, including excellence in customer service, participant recognition, and program management. The role will interact with staff, community users, and camp participants and parents. Students working in this role are required to provide first-class customer service and professionalism while interacting with patrons. As a representative of UBC Athletics and Recreation it is vitally important the student assists our patrons in a knowledgeable and professional manner.

Remuneration

Hourly at the rate of $15/hour May 30-June 28, then salaried at $1,350.00 semi-monthly June 29–Sept 4

*Semi-Monthly Payroll: UBC pays semi-monthly employees on the 15th day of the month and the last day of the month. Employees who work a portion of a semi-monthly period will receive a pro-rated semi-monthly paycheque. For example, employees who work August 1 – 10 will receive a pro-rated paycheque on August 15.

SUPERVISION RECEIVED:
This position reports directly to the Day Camps Supervisor, with additional support from the Coordinator – UBC Camps, Program Lead - Day Camps and Manager - UBC Camps. This position works under direct supervision both independently and in a team environment. The employee works under a set of policies and procedures and is expected to defer to the supervisor when any judgment or decision making outside these parameters is required. The role maintains regular contact with the supervisor through email, phone and in-person interactions.
QUALIFICATIONS:

Education and Experience

- Previous recreational programming experience
- Previous experience working in a camp environment

KNOWLEDGE, SKILLS AND ABILITY

- Experience working with children and youth in group settings
- 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
- Criminal record check, with a vulnerable sector check
- Current Standard First Aid Certification with CPR-C + AED obtained before start date
- Ability to use personal cell phone for work purposes, including data required

ANTICIPATED LEARNING OUTCOMES

- Enhanced understanding of (youth) recreation programming
- Enhanced communication techniques
- Enhanced customer service skills
- Enhanced supervisory and management skills

PREFERRED QUALIFICATIONS:

- Previous supervisory experience
- Class 4 Drivers License
- Experience planning and designing children’s programming
- Relevant Certification(s), such as High Five: PHCD or NCCP: Fundamental Movement Skills

HOW TO APPLY:

Submit a cover letter, resume, along with the appropriate documents to answer the pre-screening question below, and three references with contact information to Emily Jacobson, Coordinator – UBC Camps, Athletics and Recreation by submitting an online application at www.camps.ubc.ca/employment or in person at 3065 Wesbrook Mall (National Soccer Development Centre), Vancouver, BC, V6T 1Z3 by January 30, 2020 at 4:00pm. Due to a large number of applicants, only those applicants selected for interview will be contacted. Late or incomplete applications will not be reviewed. Interviews will be conducted February 7, 2020.

Pre-Screening Question:

Upload a sample lesson plan for an activity of your choice.

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.