



UBC RECREATION JOB DESCRIPTION

Job Title: Creative Writing Instructor

Work Term

- **June 29 – September 4 2020, weekdays full-time**
 - *Training Dates: Saturday, May 30 (all day) and Sunday, May 31 (all day); and Saturday, June 6 (all day) and Sunday, June 7 (all day); and one or more additional evenings between June 8-26 (exact date(s) TBA).*
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JOB DESCRIPTION

UBC Camps is looking for individual(s) to fill the position of Creative Writing Instructor. Creative Writing Instructors will be responsible for planning and implementing creative writing programming; ensuring all policies and procedures are adhered to; supervising groups of youth (ages ranging from 9-12); organizing camp supplies and equipment; set-up and clean-up duties; as well as other 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

- Planning and facilitating lesson plans; including icebreakers, energizers and 'in-between' activities
- Organizing program supplies and transporting camp equipment
- Adhering to all UBC Camps' policy and procedure
- Supervising children and youth ages 9-12
- Implementing positive camper behavior management strategies
- Administering care in emergency and first aid incidents, exercising sound judgment and leadership; deferring to supervisors when appropriate
- Pre and post camp supervision duties
- Pre and post camp set up and clean up duties
- 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

\$14.60 – \$17.00 per instructional and training hour; varies based upon knowledge, skillset and previous experience. A one-time honorarium will be awarded for camp planning that meets criteria.

SUPERVISION RECEIVED:

This position reports directly to both the Head Instructor – Arts and Enrichment Camps and Day Camps Supervisor, with additional support from the Program Lead - Day Camps, Coordinator – UBC 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
- Relevant education (Creative Writing, Literature, or similar studies) preferred

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 creating 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
- Ability to use personal cell phone for work purposes, including data required

PREFERRED QUALIFICATIONS:

- Class 5 or 4 Drivers License
- Experience planning and designing children's programming
- Relevant Certification(s), such as High Five: PHCD or NCCP: Fundamental Movement Skills

ANTICIPATED LEARNING OUTCOMES

- Enhanced understanding of (youth) recreation programming
- Enhanced teaching/coaching techniques
- Enhanced communication and conflict resolution skills
- Enhanced organization, multi-tasking and prioritizing abilities

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 **Monday, February 24, 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.

Pre-Screening Application Question:

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

NOTE: Applicants under consideration for an in-person interview will be contacted for a 10-minute pre-interview phone call February 26, with longer in-person interviews scheduled for applicants who successfully make it to the next stage of the hiring process in early March.

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.