



Creative Writing Camp Instructors

UBC Camps is looking for individuals to fill the position(s) of Camp Instructor for the following camps over Spring Break 2018:

- Kids Creative Writing
 - March 19-23 8:30am – 12:30pm
 - March 26-29 12:30pm – 4:30pm

Kids Creative Writing explores a variety of writing styles, such as poetry, fiction, and comic book writing; paired with literary games and writing exercises.

Opportunities for full day shifts exist, dependent upon skillset and availability. Successful candidates will also be scheduled for Before Care (7:30am-9:00am), After Care (4:00pm-5:45pm), and Lunch Supervision (12:00pm–1:15pm) based upon availability and need.

Listed shift times are for assessing availability only and are subject to change. For further information on each camp, please visit our website: www.camps.ubc.ca

Camp Instructors will report to both the *Camps Manager* and *Camps Coordinator*.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Planning camp activities, with guidelines and support from UBC Camps' Management
- Implementing and instructing planned activities
- Supervising camp participants, ages ranging from 9-13
- Assisting with pre and post camp supervision and clean-up duties
- Prioritizing the safety and overall wellbeing of all camp participants
- Adhering to high-quality programming standards
- Working to provide accessible and inclusive camp experiences
- Following all UBC Camps policies and procedures

REQUIRED QUALIFICATIONS:

- Experience working with children in group settings
- Activity specific knowledge & skills
- Outgoing, positive, and enthusiastic personality
- Strong organizational skills, sense of responsibility, and ownership over assigned tasks
- Ability to continually adjust plans as necessary
- Valid Emergency or Standard First Aid Certification, with CPR-C and AED obtained before March 1st 2018 (staff expense if successfully hired)
- Ability to acquire a new and valid criminal record check, with a vulnerable sector check (staff expense if successfully hired)
- Ability to continually access and utilize the smart phone application "Slack" for internal staff communication (acquired data expenses a staff responsibility if successfully hired; campus Wi-Fi is accessible from most on-campus locations)



PREFERRED QUALIFICATIONS:

- Relevant Education
- Relevant Certification(s)
- Previous coaching or teaching experience
- Previous day camp experience
- Class 5 (fully qualified) or 4 (bus) driver's license

Duration of Position: Spring Break camps run March 19-23 & March 26–29, 2018. Schedules will depend upon camper registration and staffing needs, and are finalized one-week prior to the start date of each camp.

NOTE: All successful candidates will be required to attend the *full duration of both* of the following staff training sessions:

- **Friday, March 9th 4:30pm – 8:30pm**
- **Saturday, March 10th 9:00am - 5:00pm**

Wage: \$11.50 – \$14.50/hour; varies based upon knowledge, skillset, and previous experience.

How to Apply: Submit a cover letter, resume, and three references with contact information to Emily Thomas, UBC Camps Coordinator – UBC Camps, Athletics and Recreation by email to ubc.camps@ubc.ca, or in person at 3065 Wesbrook Mall (National Soccer Development Centre), Vancouver, BC, V6T 1Z3. Only those selected for an interview will be contacted. Interviews will continue until all positions are filled.

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.