



UBC Camps: Creative Writing Instructor (2+ positions) Spring Break, March 2019

UBC Camps is looking for individuals to fill the position of **Creative Writing Instructor** for Spring Break 2019.

NOTE: Spring Break dates fall in line with public and private elementary and high schools; these dates do NOT reflect university break times.

- **March 18 – 22, 2019**
- **March 25 – 29, 2019**

Potential camp instructors must be available over the following time block:

- APPLICATION CATEGORY 1: 8:30am – 12:30pm Monday –to- Friday March 18-22 + 25-29
- APPLICATION CATEGORY 2: 8:30am – 12:30pm Monday –to- Friday March 18-22 only
- APPLICATION CATEGORY 3: 8:30am – 12:30pm Monday –to- Friday March 25-29 only

Application categories are for assessing availability only. Shift opportunities for Before Care programming (7:30am – 9:00am) and After Care programming (4:00pm-6:00pm) exist in addition to regular day camp shifts.

Please indicate in your cover letter which application category you are applying for, as well as if Before Care or After Care shifts would be of interest to you. Applicants must be available for all five weekdays of one or both weeks of Spring Break.

Creative Writing Instructors will be expected to plan and facilitate day camp programming for campers ages 10-13.

For further information on Spring Break 2019 camp offerings, please visit our website:

www.camps.ubc.ca/spring-camps

Sport & Activity Instructors will report to the *Camps Coordinator* and *Camps Manager*.

SPECIFIC DUTIES & RESPONSIBILITIES

- Attend UBC Camps Spring Break training (*NOTE: for safety reasons, attendance for the full duration is mandatory for all new staff; absence due to sports games, graduation events or similar cannot be accommodated*):
 - **Friday, March 8, from 5:00pm – 9:00pm**
 - **Saturday, March 9, from 8:30am – 5:30pm**
- Planning and creating detailed daily lesson plans (plans submitted to management one week prior for feedback and approval)
- Planning and facilitating 'in-between' games, icebreakers and energizers on a daily basis
- Supervising camp participants, ages ranging from 6-12 (dependent upon assigned camp(s))
- Pre and post camp set-up and clean-up duties
- Assisting with Before Care and/or After Care as scheduled (dependent upon need)
- 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

- Prior experience working with children
- Prior activity-specific knowledge
- Outgoing, positive, and enthusiastic personality
- Strong organizational skills, sense of responsibility, and ownership over assigned tasks
- Ability to remain flexible and make appropriate adaptations to accommodate group dynamics and/or individual campers



- **Current Emergency or Standard First Aid Certification, with CPR-C and AED** (must be obtained by March 8, 2019 and is a staff expense if successfully hired)
- Ability to acquire a **UBC Camps-specific Criminal Record Check, with a Vulnerable Sector Check** (must be returned to UBC Camps management by March 8, 2019 and is a staff expense if successfully hired; vulnerable sector portion for those ages 18+ only)

PREFERRED QUALIFICATIONS

- Relevant Education
- Relevant Certification(s)
 - **NCCP: Fundamental Movement Skills Certification**
 - **High Five: Principles of Healthy Child Development Certificate**
- Previous coaching or teaching experience
- Previous experience taking children on field trips
- Previous day camp experience
- Class 5 (fully qualified) or 4 (24 passenger bus) driver's license
- Ability to use personal smartphone with data for work purposes

DURATION OF POSITION

Spring Break day camps run March 18-22 & March 25–29, 2019. Schedules will depend upon camper registration and staffing needs, and are finalized one-week prior to the start date of each camp.

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

- **Friday, March 8, from 5:00pm – 9:00pm**
- **Saturday, March 9, from 8:30am – 5:30pm**

Wage: \$12.75 – \$17.00 per instructional and training hour; varies based upon knowledge, skillset and previous experience. A per-week honorarium will be awarded for camp planning that meets criteria.

How to Apply: Submit a **cover letter, resume, 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. Due to a large number of applicants, only those applicants selected for interview will be contacted. Interviews will begin January 2, 2019 and will continue on an ongoing basis until all positions are filled. Interested candidates are strongly encouraged to apply early.

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.