

Position: Live-In Overnight Camps Coordinator (Four Positions)



Overview: UBC Camps invites you to be an integral part of a unique program for Canadian and International youth. Our goal is to create a fun learning environment that takes place inside and outside of the classroom. We combine formal education with exciting extra-curricular activities and sightseeing opportunities.

Basic Functions: The Live-In Overnight Camps Coordinators (four positions) will be responsible for ensuring smooth delivery of all extra-curricular and sightseeing components of the [Future Global Leaders](#) program. The position works in partnership with the Program Leads of UBC Overnight Camps and Future Global Leaders, and supervises the Senior Live-In Monitors, and Live-In Monitors, to ensure quality delivery of all aspects of the program. Duration of programs is from June 30 – August 10, 2019; position is from May 1 – August 30, 2019. All interested candidates must be available for the entire duration of position.

Work Performed:

- Attend, lead, and participate in pre-program training (June 23 – 28, 2019)
- Coordinate program logistics with various campus and community partners
- Communicate program logistics to Senior Live-In Monitors and other members of the administrative team, specifically with UBC Extended Learning colleagues
- Participate in recruitment and selection of live-in monitors (early-March)
- Assist Camp Manager and Program Lead with direct supervision of live-in monitors
- Assist with check-in & check-out of resident students
- Meet with live-in monitors individually on a regular basis to provide feedback and conduct performance reviews
- Lead daily meetings with live-in monitor teams
- Review daily log book entries and follow-up with live-in monitors and students, as needed
- Meet with Program Lead regularly to provide updates
- Provide exceptional customer support to camp participants and parents
- Ensure safety of campers throughout the day
- Attend to camper concerns
- Ensure campers are abiding by residence rules and regulations
- Address misbehavior or misconduct by campers as needed
- Act as a mediator between monitors and students and exercise authority in crisis/conflict intervention situations
- Answer parent or student inquiries via phone, e-mail, and in person
- Inventory counting and checking
- Perform minor website updates as required
- Attend all mandatory staff meetings
- Perform other duties as necessary, or as assigned

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Qualifications:

- Experience working with youth ages 15-18 in group settings
- Experience working with culturally diverse youth
- Familiarity and knowledge about both UBC and Vancouver
- Experience in live-in or international camp situations, preferably in a supervisory role
- Experience supervising staff & volunteers
- Ability to adapt to new situations, and be flexible with change
- Enthusiastic, self-starter, organized and responsible
- Proven ability to learn quickly
- Writing, editing, communication and project management skills
- Ability to work in a team environment and independently
- Ability to initiate, learn quickly, and exercise sound judgment
- Experience managing and balancing a budget
- Strong working knowledge of MS Word, Outlook and Excel
- Excellent problem solving skills
- Excellent time management and organizational skills
- Excellent written and oral communication skills
- Ability to provide current Criminal Record with Vulnerable Sector Check
- Ability to speak Mandarin or Cantonese an asset
- Current First Aid and CPR/AED certification
- Valid Class 5 Driver's License an asset
- Valid Class 4 Driver's License an asset
- Ability to use personal cell phone for work purposes, including using data, an asset

Supervision Received:

This position reports directly to the Program Lead, Overnight Camps, with additional support from the Manager, UBC Camps. This position works 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.

Duration of Position: May 1 – August 30, 2019

Wage/Salary:

May 1 – June 30 (M-F, approx. 9am – 5pm): \$15.00/hour

July 1 – August 11: \$1,700.00 semi-monthly. Room and board included. On-Call. Two Days Off per Week.

August 13 – September 1 (M-F, approx. 9am – 5pm): \$15.00/hour

How to Apply:

Submit a cover letter, resume, and three references with contact information to Michael Carroll, Manager – 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 31, 2019 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 6 - 8, 2019.

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.