

UBC AQUATIC CENTRE DAYCAMP SUPERVISOR

UBC ATHLETICS AND RECREATION

- **JOB SUMMARY**

Would you like to play a key role in providing life-long memories, improving skill development, physical activity levels and social skills in young children? Spring Break Camps include 4 different camps with approximately 120 children attending over 2 weeks. While Summer Camp offerings include 10 different camps with 150 kids attending each week for 9 weeks. Working out of the UBC Aquatic Centre, the Day Camp Supervisor reports directly to the Aquatic Centre Programmer performing duties of varying complexity. A consistent weekly schedule will be required. This role is responsible for assisting in the operations and planning of the UBC Aquatic Centre's summer day camps. Specific duties include assisting with: marketing; developing and planning activities; creating, managing and compiling administrative forms and stats; overseeing instructional programming; and hiring, training and supervising camp instructors and volunteers. The position will also support the Aquatic Centre Programmer and Camp Leaders with program logistics, the evaluation of programming and instructors, and the day to day requirements of the camps.

Full Time (35 hrs/wk during Spring Break (March 19-30, 2018) and Summer (May 9-August 31, 2018)) and Part Time (12-15 hrs/wk February, March, and April)

Pay range: \$17 to \$19 per hour depending on experience and/or qualifications + 4% vacation pay.

DESCRIPTION OF DUTIES

In cooperation with the Aquatic Centre Programmer, the successful candidate will:

- Assume a leadership role in the operation and delivery of camp programs.
- Maintain active involvement in the operation and delivery of camp programs.
- Support the implementation of a successful marketing strategy to ensure high levels of camp enrollment.
- Supervise and evaluate camp instructors.
- Assist with the administrative duties and stats compilation.
- Assist with the training and supervision of Camp Leaders and Volunteers.
- Assist in instructional programming and daily camp operations.
- Respond to parent questions and concerns to ensure customer satisfaction.
- Ensure programs have appropriate supplies and run efficiently.
- Perform other duties as necessary.

This role is integral to the operations and goals of UBC Aquatic Centre Day Camps, including excellence in programming, community development, and customer service. The role will provide front line services to community members, particularly parents and children. It is absolutely necessary that the successful candidate work as a strong role model among day camp staff. Students working in this role are required to provide first-class professionalism and customer service while performing duties.

QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Valid First Aid certification
- Red Cross Water Safety Instructor award
- Valid Class 5 Drivers License
- CRC required

KNOWLEDGE, SKILLS AND ABILITY

- Able to work in a team environment and independently
- A minimum of 2-3 years of related experience, or an equivalent combination of education and experience. Understanding and familiarity of teaching or working with children is an asset.
- Administrative experience and proficiency with computers including CLASS.
- Excellent organizational, leadership and staff motivational skills.
- Excellent people skills and a friendly, responsible, service-oriented attitude.
- Effective oral and written communication, as well as problem solving and multitasking skills.
- Ability to prioritize and work under pressure to meet deadlines.
- Ability to exercise initiative, tact and diplomacy.
- Experience working in a supervisory setting is an asset.
- Experience with event planning an asset.

ORGANIZATIONAL STATUS

Reports to the UBC Aquatic Centre Programmer. Interacts with other department, campus, community groups and agencies. Provides supervision of Camp Leaders.

SUPERVISION RECEIVED

The position receives direction and mentorship from the UBC Aquatic Centre Programmer. The 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.

SUPERVISION GIVEN

This position assists with training and supervising Camp Leaders with the guidance of the Aquatic Centre Programmer. The Day Camp Supervisor will act as a leader and assist camp staff in providing an exceptional day camp experience for all participants.

TRAINING AND ORIENTATION

All staff will receive the following training:

- Facility tour and orientation
- Job specific orientation
- In-person training/mentoring assistance from supervisor
- Opportunity to attend Access and Diversity training workshops on equity and inclusivity
- Opportunity to train with other Athletics and Recreation Camp programs and leaders

NETWORKING AND MENTORSHIP OPPORTUNITIES

- Build a client base and relationships with frequent registrants in the UBC Camps program.
- Work alongside UBC camp leaders and administration in a professional environment.

- Opportunity to interact with parents and children in an educational, activity-based setting.
- Working with other camp department staff, leaders, programmers and managers.

SUPPORT AND EVALUATION

- End of camp season, a 1 on 1 evaluation with supervisor.
- Goal setting and review sessions with supervisor.
- Complete a 1 on 1 end of camp evaluation of leaders.

WORK PLACE SKILL AND PERSONAL DEVELOPMENT

By September 2018, the Day Camp Supervisor will have gained:

- Successfully lead and deliver the Aquatic Centre program for Spring and Summer
- Enhanced computer skills and experience with CLASS software
- Experience working with the public and developing effective interpersonal skills with participants to provide the best customer service possible and be able to respond to their needs in a timely manner
- Effective time management skills by learning how to prioritize tasks, use time efficiently and be well organized in order to finish tasks and assignments on time
- Experience using verbal and written communication styles in a professional setting and the ability to adapt to different audiences and ages
- Ability to take initiative and work independently, demonstrating effective problem solving skills and attention to detail
- Experience working with parents and children in an activity-based and conflict resolution setting

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

June 9th, 2018 7 June 10th, 2018.

APPLICATION SUBMISSION

How to Apply: Submit a cover letter, resume, and three references with contact information to Adrian Greszata, Program Coordinator – UBC Aquatic Centre, Athletics and Recreation by email to Adrian.Greszata@ubc.ca. Only those selected for an interview will be contacted. Interviews will continue until all positions is filled.