

UBC RECREATION JOB DESCRIPTION

Job Title: Senior Instructor

Work Term

- **May 16 – August 30, 2019**
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JOB DESCRIPTION

UBC Camps is looking for two individuals to fill the position of Senior Instructor this summer. Senior Instructors will be responsible for supervising Camp Instructors, assisting instructors in the planning and implementation of their programs, ensuring all policies and procedures are understood by staff and adhered to, host weekly staff meetings, assist with supervising groups of youth (ages ranging from 6-17) and/or leading activities, organizing camp supplies and equipment, as well as assist with other set-up and clean-up duties as needed. Senior Instructors will report to the *Coordinator – UBC Camps* and the *Manager - UBC Camps*.

The Senior Instructor will supervise camp staff who are leading the following programs: **ADVENTURES AROUND, ADVENTURE ADD-ONS, PERFORMING ARTS, VISUAL ARTS, LEGO DESIGN ROBOTICS, JUNIOR LEADERSHIP, IGNITE, UNIQUELY YOU, CREATIVE WRITING, PUBLIC SPEAKING & DEBATE, WELLNESS WARRIORS, BADMINTON, BIKING, PHYSICAL LITERACY, PRE-SUMMER, MULTI-SPORT, FLAG FOOTBALL, RECREATIONAL SOCCER, SKATEBOARDING, TRACK AND FIELD, ULTIMATE FRISBEE, and EXTRA CARE camps.** *NOTE: Each Senior Instructor will be assigned camps to oversee based upon individual skill sets and experience.

Specific information regarding each of these camps can be found on our website: www.camps.ubc.ca

DESCRIPTION OF DUTIES

- Supervising Camp Instructors and leading weekly staff meetings
- Guide and assist Camp Instructors in planning and implementing their assigned camps
- Assist with the logistics of program supplies and equipment
- Ensure all UBC Camps policies and procedures are understood and followed
- Assist as necessary in supervising children and youth, and in helping to lead activities when necessary
- Support instructors with positive camper behavior management
- Act as a lead in emergency and first aid incidents, exercising sound judgment and leadership
- Coordinate other UBC Camp related events & their logistics as needed
- Assist in the delivery of weekend instructor training (**May 25+26 and June 8+9**)
- Assist in the hiring of day camp instructors as able and needed (honorarium provided)
- 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

\$1,440.00 semi-monthly salary.

SUPERVISION RECEIVED:

This position reports directly to the Coordinator – UBC Camps, with additional support from the 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
- Previous supervisory experience

KNOWLEDGE, SKILLS AND ABILITY

- Experience working with children and youth in group settings
- Experience supervising and managing staff
- Previous coaching or instructing experience
- Strong customer service skills
- Outgoing and enthusiastic personality
- Strong organizational skills
- Ability to prioritize safety, while helping camp instructors create 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 obtained before May 25 2019 (please note that this is a staff expense if successfully hired)
- Current Standard First Aid Certification with CPR-C + AED obtained before May 25 2019 (please note that this is a staff expense if successfully hired)
- Ability to use personal cell phone for work purposes, including data required (July & August stipend of \$25.00 provided)

PREFERRED QUALIFICATIONS:

- Class 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 communication techniques
- Enhanced customer service skills
- Enhanced supervisory and management skills

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 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.