Simon Fraser University Athletics & Recreation Employment Opportunity

SFU Camps
Instructor - Computer Camp

Position Title: Instructor - Computer Camp

Position & Camp Summary
Simon Fraser University Summer Camp Instructors are responsible for providing a safe, fun environment for campers and leading by example when working with other staff and volunteers. The successful candidate will be an energetic, active, and responsible Camp instructor who works well in a team. This position is responsible for assisting in the operation of our various Camp programs. Specific duties include assisting with lesson/activity plans, supervising and coordinating activities, directing volunteers and ensuring the smooth operation of the camp. Computer Camp is a full day, two week camp. There are three groups of campers: 7-9 years, 10-11 years, and 12-14 years. All groups spend equal time with each Head Instructor. The camps’ focus is on the areas of graphics, website design, programming, animation, and gaming. Various small projects and large projects will take place over the camp duration. Each day consists of four hours of computer instruction and approximately two hours of recreation time, which include activities like co-operative games, sports, and swimming. Each camper will have their own computer (typically Mac) and full access to the internet and Adobe Creative Suite. Instructors should be flexible in their areas of placement as positions may change throughout the summer.

Duties and Responsibilities

- Ensure that activities are effectively and safely implemented following risk management protocol; ensure a safe environment for the participants at all times
- Oversee camper behaviour and manage discipline issues, maintaining safe, enjoyable activities for all campers
- Actively supervise and participate in all camp specific activities and recreational activities including any co-operative games, sports and swimming
- Be a role model for campers and volunteers by demonstrating positive, enthusiastic, and respectful attitudes and behaviour
- Represent your camp when interacting with parents or community members; provide parents with appropriate feedback and information as needed for their campers to have a successful camp experience
- Evaluate Head instructors and Volunteers
- Ensure all facilities are cleaned and taken care of
- Be prepared to be flexible with hours, assignments, and other unavoidable changes
- Effectively communicate and cooperate with other instructors, Head Instructors and Administration
- Adhere to the policies and procedures set out by the Programmers
- Maintain a high level of respect and professionalism when interacting with Volunteers, Instructors, Head Instructors, Programmers, Head Programmers and Managers
- Additional responsibilities as directed by Camps Administration

Qualifications

- Experience working with children; demonstrated ability to interact with all relevant ages and understanding of the development needs of children and youth
- A desire to work in a positive environment with children; ability to relate to children and youth in a positive manner
- Demonstrated ability to observe camper behaviour, assess its appropriateness, enforce safety regulations and apply appropriate behaviour management techniques
- Excellent organizational, interpersonal and communication skills (written and verbal)
- Knowledge of software used at camp e.g. Microsoft Office, Adobe Creative Suite, Google apps
- Current Standard First Aid and CPR-C
- A criminal record check will be required upon accepting a position within the Camps program

Terms of Employment
Staff training: June 26th – June 30th
Camp in session: July 4th – Sept 1st
- Typical work hours: Monday to Friday, Between 8AM-4PM
***Hours are not guaranteed and will be based upon registration numbers of the camp.

Compensation
$12-14 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

Application Deadline: April 9, 2017
Find the application form and details of all Camps positions at www.sfu.ca/camps
Please complete the application form, online questionnaire and submit a cover letter and resume to: admin_camps@sfu.ca
- Only candidates selected for an interview will be contacted