Position Title: Head Instructor - Out Trippers

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. Out Trippers is a full day, one week camp for children 8-12 years. The camp goes on a different field trip each day, including locations such as the Vancouver Aquarium, Sea to Sky Gondola, Capilano Suspension Bridge, and more. The Head Instructor will be responsible for organizing all paperwork and collecting receipts from the trips. In addition, they will be preparing and implementing games and activities that can be done in coordination with certain trips during lieu times and transition times.

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, Assistant 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)
• 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
Head Instructor Training: June 18th – June 22nd
Staff training: June 25th – June 29th
Camp in session: July 3rd – August 31st
• Typical work hours during camp: Monday to Friday, 8AM – 4:30PM (40 hours/week)
***Hours are not guaranteed and will be based upon registration numbers of the camp.

Compensation
$16-18 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

Application Deadline: February 25th, 2018
Please complete the application form and submit a cover letter and resume to: admin_camps@sfu.ca

Thank you to all applicants for their interest, however, only those candidates selected for an interview will be contacted. For more information, please visit www.sfu.ca/camps.