**POSITION TITLE:** SFU Camps Head Programmer – Volunteers

**POSITION SUMMARY:**
This position is a member of a programming team that assists with the administration of the SFU Summer Camps program. The main area of responsibility of this position is to coordinate all aspects of the Volunteer Program. They also lead various activities, maintain a professional office setting, and assist in the daily operations of Camps. In addition, this position provides mentorship for all staff & volunteer and completes various Camps Administrative tasks as required.

**DUTIES AND RESPONSIBILITIES**
- Plan volunteer recruitment, selection, and training modules
- Conduct volunteer coordination, supervision, and evaluations
- Assist with staff recruitment, training, supervision, and evaluation
- Facilitate volunteer and staff learning opportunities, workshops, and appreciation initiatives
- Provide support with the marketing and promotions of camps
- Supervise camper sign-in, sign-out and assist with late camper procedures
- Collaborate with SFU Camps Manager, Recreation Management, and other Programmers
- Ensure management and programming team is communicated with updated deadlines, processes, etc.
- Assist with office management and supply ordering
- Proven conflict resolution skills and the ability to ensure customer satisfaction
- Provide support and mentorship towards volunteers and camps staff
- Prepare to perform duties of other Programmers and staff as required

**QUALIFICATIONS:**
- Post-Secondary Experience (preferably in Education, Recreation Management, or Business)
- Minimum 1 year of related work or volunteer experience in Recreation or Camps
- SFU Summer Camp experience is an asset
- Customer Service experience is an asset
- Outstanding organizational and communication skills
- Excellent leadership and supervisory skills
- An analytical mindset with great problem-solving abilities
- Working knowledge of Microsoft Office and program management applications
- Current Standard First Aid and CPR
- Criminal Record Check (free of any infractions)
- Experience working with Recreation registration systems is an asset

**TERMS OF EMPLOYMENT**
- Part-time work: January 2nd – March 9th (Flexible 4 – 30 hours per week)
- Full-time work: March 12 – August 31st (35 – 40 hours per week)
- Part-time work: September 4th – 14th (flexible as required)
- Staff training: June 18th – 29th
- Camp in session: July 3rd – August 31st
- Typical work hours during camp: Monday to Friday, **between** 7AM – 4:30PM
*Please note this position may be required to work evenings or weekends for specific events

**COMPENSATION:**
$20-25 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

**APPLICATION DEADLINE:** November 26th, 2017
Please submit a cover letter and resume to Jason Stockley – Camps Manager: jason_stockley@sfu.ca
Interview dates: December 4th – 15th

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.