Position Title: Summer Camp Lead Volunteer

Position Summary:
The Simon Fraser University Summer Camp Lead Volunteer Program was developed in 2018 as a way to provide additional professional development to volunteers. This year we have made some adjustments and improvements to provide Lead Volunteers more opportunities to develop their leadership skills. Each week Lead Volunteers will be assigned to one or more camps of which they will be responsible for supporting with the help of the Administrative Team. They will have the opportunity to coach and support volunteers, facilitate camp lessons and activities, and provide general support to a variety of staff throughout the summer. Lead Volunteers will report directly to the Head Programmer of Volunteer Services. This role is best suited for someone who is looking to build on their leadership abilities, mentor a diverse group of individuals as well as taking on additional professional development opportunities. This position is ideal for a returning volunteer who wants to continue their development with SFU Camps.

Duties and Responsibilities:
- Maintain a high level of respect and professionalism when interacting with campers, parents, instructors, volunteers, and camp administration.
- Effectively communicate absences and tardiness with camp administration and instructors.
- Adhere to all policies and procedures set out by camp administration.
- Observe volunteers in camps and communicate observations and findings to camp instructors and administrative team.
- Provide ongoing coaching to volunteers with feedback and suggestions to help them work towards their goals and improve their general camp skills.
- Meet one-on-one with the Head Programmer of Volunteers to discuss camp experiences and check in regarding professional development.
- Participate in and facilitate camp activities such as classroom time and recreation time.
- Be a role model for volunteers and campers by demonstrating positive and respectful attitudes and behaviours.
- Assist with the supervision of lunchtime, which may include both eating time and recreation time.
- Work closely with campers requiring extra assistance and support.
- Work to resolve any problems or challenges that may arise.
- Additional responsibilities and tasks as directed by the Camps Administration team.

Requirements:
- Ability to commit to a minimum of 4 weeks of volunteering (non-consecutive weeks is acceptable)
  (*Some exceptions*)
- Attend Lead Volunteer Training session in June 2022
- A Criminal Record Check will be required upon accepting a position with SFUCamps
- Complete a one-on-one phone interview
Qualifications:

- A minimum of one summer volunteering with SFU Camps
- A minimum of one year of experience working as a leader (does not have to be with children) or a demonstrated ability to lead
- Ability to be flexible and adapt to changing situations
- Ability to work both individually and in a team setting
- Responsible, reliable, and able to manage time
- Desire to work in an environment with children and youth

Important Dates:

Lead Volunteer Training: Expected training date is between June 28-30 2022. (Lead Volunteers MUST attend one in-person training session. A portion of volunteer training will be virtual. Volunteers will be expected to complete both in-person and online training)
  - Due to COVID-19, this is subject to change.

Camps in Session: Expected July 4th – September 2nd, 2022**
**Applicant must be available for a minimum of 4 weeks from 8AM – 4PM daily (some exceptions)
  - Due to COVID-19, this is subject to change.

Successful Candidates Will Receive:

- Volunteer hours with formal verification in the form of a letter of completion*
  - *Entire volunteer assignment must be complete in order to receive the aforementioned letters.
- A letter of recommendation if desired.
- Opportunity to mentor peers and develop your unique leadership style.
- Experience leading lessons or activities for children in a fast-pace, dynamic environment.
- Mentorship from the programming team including, but not limited to evaluations and guided self-reflections.

How to Apply:

1. Complete the Lead Volunteer Application Form which can be found at camps.sfu.ca > Volunteer Opportunities
2. Submit resume to Alexa Kaweski at camps_volunteer@sfu.ca with the subject line “Lead Volunteer Resume – Your Name”.

Deadline to submit all documents: October 17th, 2021 at 11:59PM

- Thank you to all applicants for their interest, however, only those candidates selected for an interview will be contacted.

Questions:
Contact Alexa Kaweski, SFU Camps Programmer at camps_volunteer@sfu.ca with the subject line “Lead Volunteer Inquiry – Your Name”