Position Title: Summer Camp Lead Volunteer

Position & Camp Summary:
For summer 2018, Simon Fraser University Camps introduced a new volunteer position called Lead Volunteer. Due to the success of this position, SFU Camps has decided to expand this role to include more responsibilities. Each week Lead Volunteers will be assigned a group of camps in which they will be responsible for overseeing with the help of the Administrative Team. These volunteers will have the opportunity to coach and support volunteers, provide additional assistance to staff, and develop problem-solving skills throughout the summer. Lead Volunteers will report directly to the Head Programmer and Assistant Programmer of Volunteers. 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 responsibilities.

Duties and Responsibilities:
- Observe volunteers participating in camps, and report findings to the administrative team
- Provide ongoing coaching to volunteers with both positive feedback as well as area to improve
- Meet one-on-one with the Head Programmer of Volunteers to discuss observations and develop a plan
- Share knowledge and experience with volunteers to help them improve their camp skills
- Participate in camp activities such as classroom time and recreation time
- Meet with instructors to discuss volunteers performance and bring findings to the Camps Administration team
- Work closely with campers requiring extra assistance and support
- Work to resolve any problems or challenges that may arise
- Interact and communicate with campers
- Perform administrative tasks as needed
- Additional responsibilities as directed by the Camps Administration team

Requirements:
- Ability to commit to a minimum of 3 weeks of volunteering (non-consecutive weeks is acceptable)
- Attend Lead Volunteer Training session – you will not be required to attend regular volunteer training
- A Criminal Record Check will be required upon accepting a position with SFU Camps
- Must be willing to participate in pool time (some exceptions)

Qualifications:
- A minimum of one summer volunteering (or working) 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
- Desire to work in an environment with children and youth
- Positive leadership style
- Ability to find creative solutions to problems that may arise

Important Dates
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<tr>
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<th>Required – Training session will run from 8:45AM-1:00PM</th>
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<tbody>
<tr>
<td>All Staff Training</td>
<td>June 26</td>
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<td>Camp in Session</td>
<td>July 2 – August 30</td>
<td>Applicant must be available for a minimum of 3 weeks from 8AM-4PM daily</td>
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Successful Candidates Will Receive:
- Volunteer hours
- A letter of recommendation if desired
- Leadership experience as well as one-on-one mentorship
- Experience working with children in a fast-pace, dynamic environment

How to Apply:
2) Submit cover letter and resume to Justin at admin_camps@sfu.ca with the subject line “2019 Lead Volunteer Application – Your Name”.

Deadline to submit all documents: April 21st, 2019

Questions:
Contact Justin Theiss, Head Programmer of Volunteers at admin_camps@sfu.ca with the subject line “2019 Volunteer Inquiry - Your Name".