Position Title: Head Instructor – Computer Camp (2 positions)

Position & Camp Summary
Simon Fraser University Summer Camp Head Instructors are responsible for providing a safe and fun environment for campers and leading by example when working with other staff and volunteers. Head Instructors develop and implement age appropriate activity plans for their camps and provide leadership for campers, instructors, and volunteers. The successful candidate will be an energetic, active, and responsible camp leader who works well in a team. 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 and full access to the internet and Adobe Creative Suite to complete projects. Head Instructors should be knowledgeable with all the programs and are in charge of creating in-depth lesson plans that highlight each focus area of the camp.

Duties and Responsibilities
• Develop and implement creative and engaging activity plans
• Ensure that activities are effectively and safely implemented following risk management protocol; ensure a safe environment for the participants at all times
• Oversee camper behavior, manage discipline issues, and manage safe and enjoyable activities for all campers
• Keep all expenditures within allocated budget
• Actively supervise and participate in all camp and recreational activities including any co-operative games, sports, and swimming
• Facilitate lunch time duties which include lunch room and gym time
• Be a role model for campers and staff 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
• Maintain a high level of respect and professionalism during interactions with all staff and volunteers
• Evaluate instructors and volunteers
• Adhere to the policies and procedures set out by the Programmers
• 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, and others
• Current Standard First Aid and CPR-C
• A criminal record check will be required upon accepting a position within the Camps program

Interview Dates:
March 23rd, 26th, and 27th – Must be able to attend one of the three interview dates (1PM-3PM, 5PM-7PM)

Terms of Employment
Head Instructor Training: June 17th – June 22nd
Staff training: June 24th – June 28th
Camp in session: July 2nd – August 30th
- Typical work hours during camp: Monday to Friday, 8AM – 4PM
***Hours are not guaranteed and will be based upon registration numbers of the camp.

Compensation
$17-19 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

Application Deadline: February 28th, 2019
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.