Instructor – Mini & Pre University

Position & Camp Summary:
Simon Fraser University Camp Instructors are responsible for providing a safe, fun, and educational experience for campers aged 5-17. Instructors are role models to campers and their volunteers by providing an energetic, fun, and enjoyable experience. The successful candidate will be an energetic, active, and responsible individual who works well in a team. Instructors play a crucial role in assisting with the operations of various Camps programs. Specific duties include assisting with lesson and activity plans, supervising and coordinating activities, mentoring volunteers, and ensuring the smooth operation of camp. Mini & Pre University is a full day two-week camp for campers aged 8-14. Campers have three blocks each day: two subjects and one recreation block. Each week, campers will also have one hour of pool time. In total, campers will spend approximately four hours in the classroom and two hours playing cooperative games in various facilities around campus.

Duties and Responsibilities:
- Ensure the safety of campers by creating a safe environment by implementing a risk management plan
- Be prepared to teach lessons and or activities in case of absence of Head Instructor
- Facilitate lunch time duties which include lunch room and recreation time
- Oversee camper behavior, manage discipline issues, and report any problems to the administrative team
- Actively supervise and participate in all camp and recreational activities including any recreation games, sports, and swimming
- Be a role model for fellow staff, volunteers, and campers by demonstrating positive, enthusiastic, and respectful attitudes and behaviours
- Be adaptable to unavoidable changes and flexible with hours and other assignments
- Ensure and maintain the cleanliness of facilities used
- Effectively and appropriately communicate with parents or community members, provide parents with 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 staff and volunteers
- Evaluate Head Instructors and volunteers
- Be flexible and aware that placement can change throughout the summer
- Adhere to the policies and procedures set out by the administrative team
- Additional responsibilities as directed by the administrative team

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 behavior, assess, and enforce safety regulations and apply appropriate behavior management techniques
- Excellent organizational, interpersonal and communication skills both written and verbal
- Ability to demonstrate effective decision making skills
- Current Standard First Aid and CPR-C or willing to obtain by the start of camps session
- A criminal record check will be required upon accepting a position within the Simon Fraser University Camps program

Interview Dates:
April 25th, 28th, 29th, and 30th: Must be able to attend one of three interview dates (2PM-5PM or 5PM-8PM)

Terms of Employment:
Instructor Training: June 22nd – June 26th
Camp in session: June 29th – Sept 4th
- Typical work hours during camp: Monday to Friday, 8AM – 4PM
- Please note, hours are not guaranteed and will be based upon registration numbers of the camp

Compensation:
$15-17 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

Application Deadline: April 5th at 11:59PM
Please complete the application form and submit a cover letter and resume through the SFU Camps website at www.camps.sfu.ca