Head Instructor – Our Galaxy & Beyond

Position & Camp Summary:
Simon Fraser University Camp Head Instructors are responsible for providing a safe, fun, and educational experience for campers aged 5-17. Head Instructors develop and implement age appropriate lessons and activities for their camp. They are a role model for younger campers and lead by example, by providing mentorship to fellow staff and volunteers. The Our Galaxy & Beyond Head Instructor teaches campers ages 6-12 on a variety of topics including: The Role of an Astronaut, Stars, and the Planets. The structure of the camp includes five hours in the classroom, and one hour of recreation time per day. Each week, Our Galaxy & Beyond camp also has one hour of pool time. Head Instructors are responsible for developing, organizing, supervising, and participating in all camp activities.

Duties and Responsibilities:
- Develop and implement creative lesson plans
- Keep all expenditures within an allocated budget
- Facilitate lunch time duties which include lunch room and recreation time
- Ensure the safety of campers by creating a safe environment by implementing a risk management plan
- 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 instructors and volunteers
- 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
- Post-secondary experience in the selected subject area is desirable
- 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:
March 31st, April 1st, April 2nd, and April 4th: Must be able to attend one of four interview dates (5PM-7PM or 1PM-3PM)

Terms of Employment:
Head Instructor Training: June 15th – June 20th
Instructor Training: June 22nd – 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:
$18-20 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

Application Deadline: March 1st at 11:59 PM
Please complete the application form and submit a cover letter and resume through the SFU Camps website at www.camps.sfu.ca