

SFU Camps

Instructor - Mini University & University Prep

Position Title: Instructor - Mini University & University Prep Camp (6 positions)

Position & Camp Summary

Simon Fraser University Summer Camp Instructors are responsible for providing a safe, fun environment for campers and leading by example when working with other staff and volunteers. The successful candidate will be an energetic, active, and responsible Camp instructor who works well in a team. This position is responsible for assisting in the operation of our various Camp programs. Specific duties include assisting with lesson/activity plans, supervising and coordinating activities, directing volunteers and ensuring the smooth operation of the camp. Mini University and University Prep is a full day, two week educational camp in which campers aged 8-14 years rotate between three different classes/subjects each day. The subjects change from "Session A" to "Session B", each session runs for the length of a camp. Each day includes four hours of class time and two hours of recreation time, which takes place across SFU gyms, fields and pool. Head Instructors are responsible for class time focused on their predetermined subjects and recreation time. They will develop, organize, supervise, and participate in all camp activities. Instructors should be flexible in their areas of placement as positions may change throughout the summer.

Duties and Responsibilities

- Ensure that activities are effectively and safely implemented following risk management protocol; ensure a safe environment for the participants at all times
- Oversee camper behaviour and manage discipline issues, maintaining safe, enjoyable activities for all campers
- Actively supervise and participate in all camp specific activities and recreational activities including any co-operative games, sports and swimming
- Be a role model for campers and volunteers 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
- Evaluate Head instructors and Volunteers
- Ensure all facilities are cleaned and taken care of
- Be prepared to be flexible with hours, assignments, and other unavoidable changes
- Effectively communicate and cooperate with other instructors, Head Instructors and Administration
- Adhere to the policies and procedures set out by the Programmers
- Maintain a high level of respect and professionalism when interacting with Volunteers, Instructors, Head Instructors, Programmers, Head Programmers and Managers
- 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)
- Post-secondary experience in the selected subject areas is desirable
- Current Standard First Aid and CPR-C
- A criminal record check will be required upon accepting a position within the Camps program

Interview Dates:

April 23rd – 25th – Must be able to attend one of the three interview nights (5PM-8PM)

Terms of Employment

Staff training: June 24th – June 28th

Camp in session: July 2nd – August 30th

- Typical work hours: Monday to Friday, Between 8AM-4PM

***Hours are not guaranteed and will be based upon registration numbers of the camp.

Compensation

\$14-16 per hour based on qualifications and relevant experience

- Additional 4% paid in lieu of benefits

Application Deadline: April 7th, 2019

Please complete the application form, [online 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.