



## **CAMP AND EVENTS ASSISTANT COORDINATOR**

### **ORGANIZATION OVERVIEW:**

The University Neighbourhoods Association (UNA) is a unique nonprofit society that provides municipal-like services (streets, parks, fields, playgrounds, community centers, and a full range of recreational services) to approximately 13,000 residents living in five designated neighbourhoods on UBC Vancouver Campus. The UNA currently operates the Old Barn and Wesbrook Community Centres where we provide arts, physical activity and social programs for all age groups. Come join our dynamic team of talented program leaders and recreation staff.

### **JOB SUMMARY:**

The UNA is looking for an enthusiastic and responsible camp and event assistant coordinator to plan and facilitate our summer community events and nine weeks of camp. This person will help us to foster an active, healthy and connected UNA community.

### **JOB RESPONSIBILITIES:**

#### **Events:**

- Work with the recreation team to help coordinate summer events including a Canada Day Celebration, and our annual Neighbours' Day Community Festival. All events will follow public health order guidelines.
- Develop and manage an event budget.
- Lead and coordinate the day-of delivery of community events with UNA staff and volunteers.

#### **Camps:**

- Plan weekly camp itineraries with engaging and developmentally appropriate summer camp activities including ice breakers, crafts, sports, and out trips.
- Provide direct supervision of children aged 5 – 12, including managing behavior and ensuring camper safety.
- Foster a welcoming and inclusive environment for all campers.
- Coordinate day-to-day camp tasks including set up, leading camp activities, communicating with parents and clean up.
- Work collaboratively with and supervise second camp leader during camp hours.
- Supervise camp volunteers.

**ELIGIBILITY:**

This position is contingent on securement of Canada Summer Jobs Grant funding from the Government of Canada. As per the Canada Summer Jobs criteria, candidates must:

- be between 15 and 30 years of age at the start of employment,
- be a Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment and
- have a valid social insurance number at the start of employment and be legally entitled to work in Canada.

**QUALIFICATIONS:**

- Preferred to have or working towards a diploma/degree in early childhood education, education, recreation and/or kinesiology.
- Passionate about working with kids and have experience supervising children and youth in a camp setting
- Excellent communication and interpersonal skills
- Valid criminal record check, or willingness to obtain before start date
- Current First Aid/CPR C certification, or willingness to obtain before start date
- Preferred - ability to swim

**JOB PARTICULARS:**

- Temporary full-time position (37 hours/week)
- Hourly rate: \$19, plus 4% in lieu of vacation
- Employee will be contracted to work from June 21 to September 3 for 11 weeks
- Required to work some evenings, weekends and statutory holidays
- Reports to: Recreation Program Coordinators and Assistant Recreation Manager

**APPLICATION DEADLINE:**

- Applications due: 12 PM, March 25, 2021
- Interviews: April 5 - April 16

Please send your cover letter and resume to [claire.shepansky@myuna.ca](mailto:claire.shepansky@myuna.ca). We appreciate all applications; however, only short-listed candidates will be contacted for an interview.