

Camp Coordinator (Full-time, temporary)

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in the University of British Columbia's Point Grey campus. The UNA offers recreational services such as arts, fitness, music, educational and social programs and events for all age groups at the Old Barn and Wesbrook Community Centres.

We are looking for a creative, enthusiastic, high-energy candidate who has experience working in a day camp setting with children ages 5 – 11 to coordinate and lead our Summer Adventures day camp and After-Camp Care. Working under the direction of a supervisor, the Camp Coordinator provides direct leadership, instruction, and supervision to camp staff. We offer a fun, safe and inclusive camps and are committed to ensuring that every child in our programs has a positive camp experience. UNA Adventure Camps are offered in a variety of facilities and parks on the UBC Campus and the After-Care Camp program is offered at Wesbrook Community Centre.

About the role:

- Able to lead in the hiring and training of a high-energy, high-quality camp staff.
- Able to provide exceptional customer service experiences for campers and clear communication to guardians/caregivers.
- Thorough knowledge of risk management associated to UNA facilities and fields, camp programs, and public settings.
- Able to demonstrate, lead and train summer camp leaders, after-camp care leaders, and volunteers.
- Act as a liaison between the camps and other departments to facilitate the flow of information.
- Provide reports and projections that support UNA's budget and program planning.

About you:

- Have or currently working toward a Diploma or Degree in Recreation & Leisure, Outdoor Education, Business, or applicable field
- Experience working at summer camps required
- Minimum of 3 years of significant leadership experience, preferably in a day camp environment
- Experience in the recruitment and management of a camp staff team
- Ability to plan, organize, and carry-out daily, weekly, and special programs
- Experience with managing budgets
- Standard First Aid, CPR and AED defibrillator training, required to be obtained prior to start of employment
- A clean Criminal Record Check with Vulnerable Sector Clearance is required

Rate of Pay: \$22.50 - \$27.50 per hour depending on experience, plus 4% in lieu of vacation

Hours of work:

- Part time hours (total 150 hours) from March 4 – June 21, 2024
- Full time hours (37.5 hour weeks Mon – Fri) from June 24 – September 1, 2024

Application Deadline: February 4, 2024 or upon successful hire of candidate

University Neighbourhoods Association

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For more information on the UNA, and to view the detailed job description visit myuna.ca/careers. We appreciate all applications; however, only short-listed candidates will be contacted for an interview.