



SUMMER CAMP & EVENTS ASSISTANT

ORGANIZATION OVERVIEW:

The University Neighbourhoods Association (UNA) is a unique nonprofit society created to provide municipal-like services (streets, parks, playfields, playgrounds, community centers, social services, and a full range of recreational services) to approximately 12,000 residents living in designated neighbourhoods on UBC Vancouver Campus.

The UNA currently operates The Old Barn and Wesbrook Community Centres where we provide a variety of arts, fitness, music, educational and social programs for all age groups. Come join our growing team of talented program leaders!

JOB SUMMARY:

The UNA is looking for an energetic and responsible Summer Camp Leader and Events Assistant who will be able to plan, organize and facilitate our community events, summer camp programs and additional special projects. This position is intended for students who have been registered in the previous academic year and will be returning to school in September, 2019, and is dependent on Canada Summer Jobs funding.

OBJECTIVES:

- To assist with the planning and implementation of community events and summer camps
- To promote physical activity and physical literacy among children and youth
- To help foster an active, healthy and connected UNA community

JOB RESPONSIBILITIES:

- Work with the Program Team and develop plans for summer camps with different activities
- Work with the Program Team and develop plans for summer events
- Facilitate and lead summer camps for children and youth held at our two community centres and around the UBC - Vancouver campus
- Prepare, plan and deliver summer events with the UNA staff and volunteers
- Assists with the delivery and evaluation of community centre programs and special tasks over the summer
- Supervise, mentor and support program/camp volunteers
- Work independently on special projects and duties as assigned



QUALIFICATIONS:

- Preferred to have or working towards a diploma/degree in early childhood education, education, recreation and/or kinesiology
- Must have been registered as a full-time student in the previous academic year and intend to return to school on a full time basis in September, 2019
- Experience working within community recreation, camps and/or events
- Experience supervising and working with children and youth
- Excellent communication and interpersonal skills
- Successfully complete a criminal record check
- Current First Aid/CPR C certification
- Proficient with Microsoft Office

JOB PARTICULARS:

- Temporary Full Time Summer Student Position (35 hours/week)
- Employee will be contracted to work from June 10th to September 9th for 13 weeks
- Required to work some evenings, weekends and statutory holidays

Reports to: Program Coordinators and Assistant Recreation Manager

Application Deadline: Position to be filled as soon as possible. Please send your cover letter and resume to programs@myuna.ca. Interviews are currently being conducted.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

Position subject to securement of Canada Jobs Funding.