



Resident Assistant

Job Title:	<i>Resident Assistant</i>
Job Duration:	<i>June 24, 2019 to August 25, 2019</i>
Job Hours:	<i>Full-time / Resident Camp Hours</i>
Salary Band:	<i>(Based on Qualifications & Experience)</i>
Reports To:	<i>Summer Coordinator</i>

Job Purpose

To provide overall support and guidance to both the summer day camp and resident camp programs. To provide relief for leaders on breaks, to support summer coordinators with preparation work and to fill in where needed.

Duties and Responsibilities

Staff Training

- To participate in 100% of pre-season staff training
- To read, know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply with this information could result in discipline including dismissal.)
- To submit a detailed medical, application, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 24.

Resident Assistant Summer Responsibilities

- To provide support to both day camp and resident camp in specific areas deemed necessary by the Program Coordinator on a weekly basis
- To fill in for absent counselors as needed.
- To keep the Summer Coordinator informed as to the location and nature of your daily program.
- To be punctual and enthusiastic in carrying out the camp routines.
- To assist with final clean up tasks after campers have gone home.
- To support special events on Thursday Late Night and Overnights each week.
- To join a group when not tasked with a specific responsibility.

Other Duties

- The Resident Assistant may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members fulfilling objectives that may not be specific to this position.

Qualifications

Specialized Knowledge and Certification

- Current Standard First Aid and CPR-C
- Cleared Criminal Record Check
- Current RCA BC Advanced Solo/Tandem Canoe certification

Additional qualifications considered an asset

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Valid Class 4 driver's license
- Wilderness First Aid
- High Five
- Food Safe

Skills

- Strong interpersonal and communication skills
- Ability to work independently and exercise initiative
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to observe and assess camper behaviour, enforce safety regulations and emergency procedures, and apply appropriate behaviour-management techniques

Experience

- A background working with children
- Participation in applicable leadership programs or related experiences
- A background working in the outdoors

Working Conditions

- A resident role that requires the applicant to live on-site for the duration of employment (weekends excluded).
- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- May require some weekend work

Physical Requirements

- Physical ability to provide active care, programming and supervision of campers 5 days a week for the duration of summer