



## Sasamite Nature Club Lead Instructor

<b>Job Title:</b>	<b><i>Sasamite Nature Club Lead Instructor</i></b>
<b>Job Duration:</b>	<i>June 24<sup>th</sup> – August 26<sup>th</sup>, 2024</i>
<b>Job Hours:</b>	<ul style="list-style-type: none"><li>• <i>Full-time Seasonal / Day Camp Hours</i></li><li>• <i>Hourly Wage 35hours / week</i></li></ul>
<b>Salary</b>	<ul style="list-style-type: none"><li>• <i>\$18.11 / hour Plus 4% Vacation Pay</i></li></ul>
<b>Reports To:</b>	<i>Summer Camp and Outdoor Education Centre Director</i>
<b>Application Deadlines</b>	<ul style="list-style-type: none"><li>• <i>Open until filled</i></li></ul>

### Job Purpose

As a summer camp, Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included in the camp culture. The supportive nature of the camp allows for campers to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful British Columbia.

Sasamat Outdoor Centers Sasamite program is our youngest day camp group of 4 / 5-year old's who come to camp for a short day (4 hours) of fun and exploration in nature from 10:30am – 2:00pm. The Sasamite Nature Club Lead Instructor will plan and prepare the Sasamite program in conjunction to providing care, supervision and program facilitation for their assigned campers in each weekly session. The Sasamite Nature Club Lead Instructor will provide guidance and mentorship to the two Sasamite Nature Club Instructors. As the program is designed specifically for 4-5 year olds, staff will understand the needs of this age group and adjust their counseling style, risk management/supervision and program accordingly.

The Sasamite Nature Club Lead Instructor will also be responsible for planning the Before & After Care program due to the short day of the core program. Sasamite staff will operate this program on a rotating basis, with the Lead Instructor present for each After Care program that takes place at the Port Moody Recreation Centre from 3:45 – 5:30pm. The Sasamites Lead instructor does not attend the before care portion of the day.

### Summer Camp 2024 Training

- Summer staff training week (June 24<sup>th</sup> – 28<sup>th</sup>, 2024)
- Policy and procedure training (April 20<sup>th</sup>, 2024)
- RCABC course days:
  - Level 1 – April 27<sup>th</sup>, 2024
  - Level 2 – May 5<sup>th</sup>, 2024
  - Level 3 – May 11, 2024
  - Level – May 18<sup>th</sup>, 2024

## **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, certifications, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 24, 2024.
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### **Camper Group Leadership**

- To be responsible for the safety and well-being of the children, assigned to you by the Administrative Coordinator. This includes administering first aid and completing first aid/unusual occurrence.
- To develop enjoyable and stimulating programs for your group using the resources of the camp and the outdoor environment. This includes preparation (in writing) of a weekly program plan/schedule.
- To encourage the development of each camper in your group and to stimulate the campers' social development as members of a group and in their individual connection with nature.
- To introduce and stimulate your group's awareness of the outdoors and to encourage sound environmental practices in the use of outdoor facilities.
- To further develop each camper's emotional & physical comfort within nature, building on a sense of wonder & empathy in the natural world and the creatures in it. This will be done through effective programming structured to focus on emersion & imagination.
- 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 keep an accurate attendance record of all your campers.
- To assist with final clean up tasks after campers have gone home.
- To plan basic programs for Before & After Care, and to help facilitate each After Care program.

**Other Duties**

- Sasamite Nature Club Counselors 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 (Mandatory Before Start Date)**

- Current Standard First Aid and CPR-C
- Cleared Criminal Record Check

**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/assess camper behaviour, enforce safety regulations & emergency procedures, & 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**

- 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

**Self-Care**

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_