



Spring Break Creative Writing Day Camp Instructor

Job Description:

Creative Writing Instructors are responsible for planning and implementing Creative Writing and Rec Fun, Comic Book Adventure and Creative Writing camps; ensuring all policies and procedures are adhered to; supervising groups of children and youth ages 9-14; organizing camp supplies and equipment; set-up and clean-up duties; as well as other duties as required for camps to operate smoothly.

Contract Length: 2 Weeks: March 18-22 & March 25-28, 2024
Full time (40+ hrs/week) and part time hours available

Mandatory pre-camp training:

- Friday March 8th Evening (In Person)
- Saturday March 9th All Day (In Person)
- Thursday March 14th Evening (Virtual Zoom)
- Online Modules - flexible

Wage:

\$16.75 – \$25.00 per hour dependent on qualification and previous experience

Description of Duties:

- Planning and facilitating age appropriate lesson plans and activities
- Adhering to all UBC Camp's policies and procedures
- Supervising children and youth ages 8-13 years old
- Implementing positive behavior management strategies
- Administering care in emergency and first aid incidents, exercising sound judgement and leadership, deferring to supervisors where appropriate
- Other duties as necessary

Qualifications:

- You have a passion for storytelling and writing!
- Ongoing personal and/or professional creative writing practice
- Interest and familiarity with comic books and age appropriate literature
- Related education an asset



- Previous work or volunteer experience with children and youth in group settings
- Relevant certifications: Certificate in Creative Writing, High Five, etc.

Skills & Attributes:

- You love working with children!
- Excellent team work + communication skills
- Strong organizational + leadership skills
- Adaptable
- Positive + outgoing personality
- Intrinsically motivated to ensure inclusive, quality camp experiences
- Ability to prioritize safety, while creating fun + memorable experiences

Prerequisites:

- Criminal Record Check with a Vulnerable Sector Check
- Current Standard First Aid Certification with CPR-C + AED
- Ability to use personal cell phone for work purposes, including data required

How to Apply:

[Submit an online application](#) with: cover letter, resume, three references, and your response to our prescreening question (see below!) to Lesley Cambridge, Coordinator – UBC Camps, Athletics and Recreation.

Pre-Screening Application Question: Create and upload a sample lesson plan for a half day at camp (ex. 9am-12pm). Activities are of your choosing. Any further parameters, structure, theme, design and/or formatting is up to you too!

Due to a large number of applicants, only those applicants selected for interview will be contacted. Late or incomplete applications will not be reviewed.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply.