

Position: Live-In Overnight Program Coordinator (Four Positions)



Overview: UBC Camps invites you to be an integral part of a unique program for Canadian and International youth. Our goal is to create a fun learning environment that takes place inside and outside of the classroom. We combine formal education with exciting extra-curricular activities and sightseeing opportunities.

Basic Functions: The Live-In Overnight Program Coordinators (four positions) will be responsible for ensuring smooth delivery of all extra-curricular and sightseeing components of the [Future Global Leaders](#) program. The position works under direction from the Program Lead – Future Global Leaders, and supervises the Senior Live-In Monitors and Live-In Monitors to ensure quality delivery of all aspects of the program. Duration of the program is from July 2 - August 12, 2023; position is from May 8 – August 25, 2023. All interested candidates must be available for the entire duration of the position.

Each Overnight Program Coordinator will be assigned a specific portfolio of responsibilities, which include:

(portfolios are subject to change based upon skills, experience and interest of successful candidates)

1. Staff Management and Development
2. Activity and Airport Logistics
3. Activity and Transportation Logistics
4. Student Conduct and Housing

Work Performed:

- Attend, lead, and participate in pre-program training (June 26 – 30, 2023)
- Coordinate program logistics with various campus and community partners
- Communicate program logistics to Senior Live-In Monitors and other members of the administrative team, specifically with UBC Extended Learning colleagues
- Participate in recruitment and selection of Live-In Monitors (early-March)
- Assist with direct supervision of Live-In Monitors
- Assist with check-in & check-out of resident students
- Meet with Live-In Monitors individually on a regular basis to provide feedback and conduct performance reviews
- Lead daily meetings with Live-In Monitor teams
- Review daily log book entries and follow-up with Live-In Monitors and students, as needed
- Meet with the Program Lead – Future Global Leaders regularly to provide updates
- Provide exceptional customer support to program participants and parents
- Ensure safety of students throughout the day
- Attend to student concerns
- Ensure students are abiding by residence rules and regulations
- Address misbehavior or misconduct by students as needed
- Act as a mediator between monitors and students and exercise authority in crisis/conflict intervention situations
- Answer parent or student inquiries via phone, e-mail, and in person
- Inventory counting and checking
- Perform minor website updates as required
- Attend all mandatory staff meetings
- Perform other duties as necessary, or as assigned

Supervision Received:

This position reports directly to the Program Lead – Future Global Leaders, with additional support from the Manager – UBC Camps and the Coordinator – UBC Extended Learning. This position works both independently and in a team environment. The employee works under a set of policies and procedures and is expected to defer to the supervisor when any judgment or decision making outside these parameters is required. The role maintains regular contact with the supervisor through email, phone and in-person interactions.

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Qualifications:

- Experience working with youth ages 15-18 in group settings
- Experience working with culturally diverse youth
- Familiarity and knowledge about both UBC and Vancouver
- Experience in live-in or international camp situations, preferably in a supervisory role
- Experience supervising staff & volunteers
- Ability to adapt to new situations, and be flexible with change
- Enthusiastic, self-starter, organized and responsible
- Proven ability to learn quickly
- Writing, editing, communication and project management skills
- Ability to work in a team environment and independently
- Ability to initiate, learn quickly, and exercise sound judgment
- Experience managing and balancing a budget
- Strong working knowledge of MS Word, Outlook and Excel
- Excellent problem-solving skills
- Excellent time management and organizational skills
- Excellent written and oral communication skills
- Ability to provide a Criminal Record Check with Vulnerable Sector Check
- Current Standard First Aid Certification with CPR-C + AED obtained before start date
- Ability to use personal cell phone for work purposes, including data required
- Ability to speak Mandarin or Cantonese an asset
- Valid Class 5 Driver's License an asset
- Valid Class 4 Driver's License an asset
- Ability to use personal cell phone for work purposes, including data, required

Duration of Position: May 8 – August 25, 2023

Wage/Salary:

May 8 – June 23: (M-F, approx. 9am – 5pm): \$18.50/hour

June 26 – August 12: \$3,600.00 *monthly**. Room and board included at end of June (exact date TBA) until August 12. On-call 24/7 two days per week. Two days off per week.

August 14 – August 25: (M-F, approx. 9am – 5pm): \$18.50/hour

**Monthly Payroll: UBC pays monthly employees on the 15th day of the month and the last day of the month. Employees who work a portion of a monthly period will receive a pro-rated paycheck. For example, employees who work August 1 – 12 will receive a pro-rated paycheck on August 15.*

How to Apply:

Submit a cover letter, resume, along with the appropriate documents to answer the pre-screening question below, and three references with contact information to Ramit Seth, Program Lead – Future Global Leaders by submitting an **online application** at <https://recreation.ubc.ca/home/employment/camps/> by February 12, 2023 at 11:59pm. Only those applicants selected for interviews will be contacted. *Late or incomplete applications will not be reviewed.*

Interviews will be conducted February 14 – 17, 2023.

Pre-Screening Question:

Please Respond to the Email Below.

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Hello,
My child, Isabelle, will be attending FGL at the beginning of July. We have booked a room for her at West Coast Suites from June 27 – July 2. Her flight arrives at Vancouver International Airport on June 27 at 1pm (Air Canada 1234). Wondering if you can pick her up at YVR Airport and drop her off at West Coast Suites?

Look forward to hearing back from you soon,

Nick

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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; however Canadians and permanent residents will be given priority.