

Head Instructor and Adventure Lead (1 Position)

Work Term: May 8 – September 1, 2023



Job Description

The Head Instructor & Adventure Lead is responsible for managing the bookings and logistics of adventure camps (field-trip based camps off-campus). At times, this may mean accompanying these camps off-campus. This is the distinguishing difference between this role and the role of Head Instructor. In addition to adventure camp responsibilities, and along with two other Head Instructors, they are responsible for overseeing the success of all camps delivered directly by the UBC Camps office, which includes various sport, recreation, enrichment and art camps. Note this position does not oversee Aquatic, Tennis, Hockey, Rowing, Fitness, or other programs operated by our campus and community partners. Additionally, Head Instructors are responsible for supporting Instructors in the planning and implementation of these camps (and others as needed), including playing a supporting role in Instructor training; ensuring all policies and procedures are adhered to; leading weekly staff meetings; assisting with supervising groups of youth (ages ranging from 6-17) and/or leading activities; organizing camp supplies and equipment, as well as assisting with other set-up and clean-up duties as required for camps to operate smoothly.

Additional information about UBC Camps and programming offered can be found on our website: www.recreation.ubc.ca/camps

Description of Duties

- Coordinate all aspects of adventure camp bookings & logistics with various campus and community partners
- Communicate adventure camp logistics to camp instructors, parents, and other members of the administrative team
- Supervise Instructors in their duties
- Support Instructors in planning and implementing their assigned camps
- Manage program supplies and equipment logistics
- Ensure all UBC Camps policies and procedures are understood and followed
- Assist as necessary in supervising children and youth, and in helping to lead activities when necessary
- Support Instructors with implementing positive camper behavior management strategies
- Act as a lead in emergency and first aid incidents, exercising sound judgment and leadership
- Coordinate other UBC Camp related events & their logistics as needed
- Assist in the delivery of instructor training (dates TBA)
- Other duties as necessary

This role is integral to the operations and goals of the Department of Athletics and Recreation, including excellence in customer service, participant recognition, and program management. The role will interact with staff, community users, and camp participants and parents. Students working in this role are required to provide first-class customer service and professionalism while interacting with patrons. As a representative of UBC Athletics and Recreation it is vitally important the student assists our patrons in a knowledgeable and professional manner.

Remuneration

\$3,600.00 monthly* salary

**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 – 10 will receive a pro-rated paycheck on August 15.*



Supervision Received

This position reports directly to the Coordinator – UBC Camps, with support from the Manager - UBC Camps. This position works under direct supervision 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.

Knowledge, Skills, and Abilities

- Experience working with children and youth in group settings
- Previous coaching or instructing experience
- Strong customer service skills
- Outgoing and enthusiastic personality
- Strong organizational skills
- Motivated, 'self-starter'
- Ability to prioritize safety, while helping camp instructors create fun and memorable experiences for camp participants
- Ability to positively manage behavioral challenges
- Ability to remain calm in emergency situations
- Flexibility and willingness to make mid-program adjustments to accommodate the needs and abilities of the group
- Strong working knowledge of MS Word, Outlook and Excel
- 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

Preferred Qualifications

- Previous supervisory experience
- Class 5 Drivers License
- Class 4 Drivers License an asset
- Relevant Certification(s), such as High Five: PHCD or NCCP: Fundamental Movement Skills

Anticipated Learning Outcomes

- Enhanced understanding of recreation programming
- Enhanced project management skills
- Enhanced communication techniques
- Enhanced customer service skills
- Enhanced supervisory skills

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 Lesley Cambridge, Coordinator – UBC Camps, Athletics and Recreation by submitting an **online application** at www.recreation.ubc.ca/camps/employment by **February 12, 2023 at 4:00pm**.

Due to a large number of applicants, only those applicants selected for interview will be contacted.
Late or incomplete applications will not be reviewed. Interviews will be conducted February 14-17, 2023.

Pre-Screening Question

Create a budget for one week of City Explorers. Be sure to include registration revenue, all anticipated expenses and net earnings in your budget, along with the minimum number of participants required to operate the program.

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.