Position: Camp Coordinator  
Number of Positions Available: 1  
Job Location: University of Victoria, Victoria BC  
Term: Part time approx. 4 hrs/wk (flexible) throughout the school year @ $17.50/hr  
       Full time Apr 25 to September 2nd 2022 @ $2,660/month + 4% Vacation Pay  
Deadline: Tuesday February 22nd, 2022 | 10:00 am (Interviews will take place Feb 23rd & 24th)  
Contact: David Jackson (svdirector@engr.uvic.ca or 250-721-8158)

About this Opportunity

Are you passionate about working with youth? Are you curious and always wanting to learn more about STEM (Science, Technology, Engineering, and Math)? Do you enjoy problem solving difficult situations and finding creative solutions? Does working in fast paced team environment motivate you? The Camp Coordinator job may be the right fit for you!

UVic’s Science Venture is a non-profit organization with twenty-nine years of experience providing hands-on, interactive experiences in STEM to BC youth aged 6 to 16 years. In 2019, Science Venture reached over 19,000 youth through in-school workshops, clubs, events, and summer camp. Science Venture is a leader in the development and delivery of customized programs for youth, especially those underrepresented or underserved in STEM.

Job Description

The two Camp Coordinators will work under the direction of the Acting Director to lead Science Venture workshop and camp operations and ensure the successful development of a comprehensive program. In partnership, these two individuals will lead staff and volunteers to ensure program goals are met. The Camp Coordinators will be actively involved in assisting with development of in-school workshops, scheduling, curriculum development, camp logistics, staff relations, and volunteer coordination. Additionally, the Camp Coordinators are responsible for building relationships with parents to ensure all participants attending campers supported and successful.

From Feb to April, the Camp Coordinators will assist with instructor hiring, workshop bookings, and preparing for staff training. The first two weeks of May will involve the delivery of training to instructors, preparing them to be knowledgeable and confident in workshop delivery. While instructors deliver workshops, the Camp Coordinators prepare for camp including the recruitment of High School Volunteers, curriculum development, and planning training for camp. The end of June is spent training instructors on camp policies, and supporting them with camp curriculum development.

During July and August, the Camp Coordinators are responsible for staff/volunteer support, camper inclusion, parent relations, and weekly staff meetings. At the end of the camp season, you will be responsible for reporting, staff evaluations, and final camp wide clean-up. Workload is heavy and may require evening and weekend work.
Qualifications

The Camp Coordinator should have extensive experience working with children and youth in educational and/or recreational settings, and have a strong ability to deal with behavior management challenges (classroom-related and other). These individuals should have outstanding leadership, organizational and communication skills (both written and verbal), as well as proven creativity when dealing with diverse situations.

Successful applicants will demonstrate the following:

- A demonstrated interest or background in science, technology, engineering and math (STEM) and youth education
- Experience working with youth in a camp or other informal educational setting
- Must be able to work without direct supervision and take initiative on particular projects
- Leadership and teamwork experience an asset
- A desire to work with all youth, particularly those underrepresented in the areas of science, engineering, and technology (this includes: girls and young women, Aboriginal youth, and low-income participants)

Assets:

- Experience working/volunteering with Science Venture or Actua member program
- A valid Class 5 driver’s license (Preferred)
- Bilingual with French - English

Applicants must:

- Be pursuing or recently completed a college/university degree (Science, Engineering, Education, or Computer Science preferred)
- Pass a Criminal Record Check with Vulnerable Sector screening by the first day of employment
- Have or be willing to obtain valid First Aid training with CPR C (before camp starts)
- Authorized to work in Canada

Application Procedure

1. Get to Know Science Venture
   Explore our website. Visit our Facebook and Twitter page. See if this job is for you!
2. Prepare Your Application
   Update your resume, write a cover letter, and complete the application form available on our website.
3. Submit
   All UVic Co-op students must upload application form and resume to the Learning In Motion website. All other applicants please email completed package to < svdirector@ engr.uvic.ca >.

Deadline
Monday February 21, 2022 | 10:00 am
Only those shortlisted will be contacted by email to schedule an interview.