



Position Overview

Job title	ActiveU Programmer	Position type	Hourly
Working Area	ActiveU	Student Supervisor	ActiveU Camp Coordinator
Wage	\$17.50 - \$18.00	Full Time Staff Supervisor	Manager, Recreation & Operations

Job Description

ROLE AND RESPONSIBILITIES

- Responsible for the development of the camp activities & schedule for assigned age group(s), including all day-to-day activities.
- Assist the Camp Coordinator with scheduling special guest(s) and academic visits for their assigned age group
- Assist in developing and conducting staff training sessions
- Assist Camp Coordinator with counsellor oversight and management, including but not limited to counsellor support, break coverage, and evaluations.
- Responsible for maintaining camp equipment supplies and providing purchase list to the Camp Coordinator for any necessary equipment supplies
- Oversee either pick-up or drop-off, per assigned shift schedule
- Facilitate any special activities for their assigned age group(s), and support counsellors in facilitation of all other activities.
- This role is expected to be hands on with the campers during all scheduled shifts. Administrative duties are conducted during pre-camp hours, or when scheduled under the guidance of the Camp Coordinator
- Perform other camp related duties as assigned

QUALIFICATIONS

- Secondary school diploma
- Experience working with children and youth, preferably with direct experience developing/facilitating programs

CONDITIONS OF EMPLOYMENT

- Successful Police Vulnerable Sector Check (for candidates 18+)
- Standard First Aid & CPR-C (prior to camp start date)
- High Five PHCD, High Five Sport, High Five Quest 2, and High Five Planning Quality Programs
- Must be available to work full time hours Monday through Friday between June 10 and August 23

PREFERRED SKILLS / ASSETS

- Experience facilitating or coaching recreational or sport activities
- Bronze Medallion, Bronze Cross, NL, or Safeguard Certifications

ADDITIONAL NOTES

- Preference will be given to Lakehead University student candidates
- Part-time work is available for this position effective April 21st if desired
- Programmers will be assigned either the Wolf Pups/Lightning age divisions (ages 5 through 9), or the Thunder/LIT age division (ages 10 through 15)



Office Use Only			
Main Objective of Role	Develop and ensure the delivery of quality children's programming to ActiveU camps		
Hiring Manager	Manager, Recreation & Operations	GL Location Code	11
First Level Approver	Director, Athletics	GL Fund Code	10
Second Level Approver	VP, Admin & Finance	GL Cost Centre	47100000
WSP Funded (Y/N)	N	GL Object Code	54244