



Position Overview

Job title	ActiveU School Year Staff	Position type	Part-Time, Casual
Working Area	ActiveU	Student Supervisor	N/A
Wage	\$16.55	Full Time Staff Supervisor	Manager, Recreation & Operations

Job Description

ROLE AND RESPONSIBILITIES

- Attend all assigned trainings and shifts
- When working Electives/School Board Programs, ActiveU staff will serve as either a station lead (facilitating an assigned sport/activity), or a group host.
 - Station lead responsibilities include developing and facilitating their assigned sport/activity station. Staff must ensure developmentally appropriate activities for all electives
 - Group hosts are responsible for participant safety and well-being at all times, and encouraging participation of all campers
- Responsible for the safety, supervision, and behaviour management of assigned campers or participants at all times.
- Facilitate all activities as assigned during camp programming
- Ensure [High Five Principles of Healthy Child Development](#) are followed at all times
- Ensure program rules are followed and campers experience a fair, fun, and safe experience at ActiveU programs
- Complete necessary documentation related to ActiveU programs, including but not limited to: accident report, incident reports, and behaviour reports
- If assigned a Birthday Shift, staff are responsible for the facilitation of all activities during the scheduled birthday and monitoring the Birthday room after activities.
- Responsible for ensuring all spaces are clean and safe both PRIOR and AFTER programming.
- Responsible for ensuring all camp materials and supplies are kept in acceptable condition, and damaged/depleted supplies are reported to their Supervisor.

QUALIFICATIONS

- High Five PHCD
- High Five Sport

CONDITIONS OF EMPLOYMENT

- Successful Police Vulnerable Sector Check (for candidates 18+)
- Standard First Aid & CPR-C (prior to camp start date)
- High Five PHCD, and High Five Sport

ADDITIONAL NOTES

- Must have availability for at least 1 regular shift a week, either birthdays or electives



Office Use Only			
Main Objective of Role	Support all school year programming facilitated by ActiveU, including but not limited to, school board programs, school break camps, and birthdays		
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)	Y (Partial)	GL Object Code	54244