



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

Summer Camp Junior Leader

Hourly Wage: \$13.75 - \$15

OUR MISSION: *"To enhance New Brighton's sense of community by providing facilities, amenities, programs, and events."*

OUR VALUES: *Inclusion, Financial Accountability, Integrity, Responsibility, Enthusiasm*

ABOUT US: The New Brighton Residents Association (NBRA) is a not-for-profit organization established to professionally manage and operate several of New Brighton's community features. Operated by the NBRA, the New Brighton Clubhouse is a year round recreational facility, consisting of a 6500 square foot building. Also on site are; 2 tennis courts, a beach volleyball court, basketball courts, a splash park, playground, and a hockey rink. The Bell Tower amenity, pond fountains, and community entrances are among a few of the other community features maintained by the NBRA.

OUR TEAM: The New Brighton Residents Association has a unique environment with a dedicated, highly skilled workforce that has a proven foundation built on mutual respect. Each employee brings unique skills and has a measurable and essential contribution to help achieve the Company's common goals. Above all, while working safely, employees must focus on continuously achieving quality standards in everything they do in order to meet and even exceed the NBRA's customers' expectations.

SCOPE OF RESPONSIBILITY: The New Brighton Residents Association (NBRA) is seeking an individual to assist the Summer Camp Leaders in providing children with safe, energizing and informative Summer Day Camp programs.

AUTHORITY: The Summer Camp Junior Leader will report directly to the Summer Camp Leaders of the NBRA and is responsible for the areas outlined herein, and other duties as determined from time to time.

HOURS OF WORK: Seasonal Work (June 29th – August 31st 2018): Monday – Friday; 9am-5:30pm (30 Minute unpaid lunch break)

SPECIFIC DUTIES: Without limiting the generality of the foregoing, the Summer Camp Junior Lead is responsible for performing the following specific tasks:

- Assist the Summer Camp Leader to implement and execute an engaging, fun and interactive Summer Day Camp program for children aged 3-5 years and/or 6-10 years
- Assist the Summer Camp Leader to prepare all materials/supplies for all camp activities to ensure smooth operation
- Set-up/clean-up of facilities and activities
- Meet & greet parents and campers on arrival & departure from camp, ensuring all campers are properly signed in & out
- Exercise safety awareness and practices
- Provide attentive supervision and guidance for all day campers
- Adapt activities where appropriate and needed
- Demonstrate role model behavior at all times
- Provide first aid care when necessary and notify the Summer Camp Leader and Recreation Coordinator of actions as soon as possible
- Report to the Summer Camp Leader any problems, concerns, or emergencies that arise during the camp
- Attend mandatory staff training prior to camp
- Coordinate and communicate daily with the Summer Camp Leader
- Abide by the NBRA policies and procedures as outlined in the NBRA HR policy manual
- Provide exceptional customer service and portray a professional manner



- Other related duties as assigned

QUALIFICATIONS:

- Must have experience coaching or instructing children in an educational environment
- Positive, outgoing and enthusiastic attitude
- Excellent communication skills
- Ability to work independently and unsupervised
- Strong organizational and time management skills
- Must enjoy working in a fast paced, challenging and changing work environment
- Problem solving, negotiation, and conflict resolution skills are required with proven interpersonal, presentation, verbal and written communications skills
- CPR & First Aid certification is an asset
- Satisfactory criminal background check

TO APPLY:

Interested applicants are asked to submit a resume and cover letter detailing relevant experience, qualifications, and wage expectations to the Recreation Leader by emailing: recreation@nbra.ca or via fax 403-781-6611 by **April 15th, 2018**. Please note that all candidates selected for the interview process will be required to provide a minimum of 3 work related references, a clear background check, and a clean driver's abstract at the interview.