



Youth Roots After School Program: Program Instructor

Job Title:	<i>Program Instructor</i>
Job Duration:	<i>April 18th – June 21th, 2022 Monday and Tuesday from 3:45pm – 600pm</i>
Job Hours:	<i>Weekly Part Time</i>
Reports To:	<i>Summer Camp and Outdoor Education Centre Director</i>
Application Deadline	<ul style="list-style-type: none">• February 15th, 2022

Job Purpose

Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included and supported. The supportive nature of Sasamat's outdoor programs allows children and youth to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful Belcarra British Columbia. The Youth Roots After School program is designed to be a fun and educational after school experience, where participants can enjoy unique outdoor activities and challenge themselves with new experiences.

Camp Counselors and program instructors make up the majority of the Sasamat staff team throughout the year, and are the heart of the Sasamat experience for our campers and participants. After School Program Instructors spend their time on Tuesday, Wednesday, and Thursday evening with their participant groups; providing leadership and care in a wide variety of traditional camp and afterschool activities and skill areas.

Skills of a strong program instructor are enthusiasm, creative programming, independence, genuine care for others and strong work ethic. All camp counselors should be prepared to support camp as a whole and be prepared to share duties of other areas of camp when needed.

Duties and Responsibilities

Staff Training

- Attend 100% of staff training
- To read, know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply with this information could result in discipline including dismissal.)
- To submit a detailed medical, application, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than March 15th, 2022.

Camper Group Leadership

- To be responsible for the safety and well being of the children, assigned to you by the Administrative Coordinator. This includes administering first aid and completing first aid/near miss reports.
- To follow program guidelines for your group using the resources of Sasamat and the outdoor environment. This includes COVID-19 risk management, policies and procedures.
- To encourage the development of each participant in your group and to stimulate the campers' social development as members of a group.
- To introduce and stimulate your group's awareness of the outdoors and to encourage sound environmental practices in the use of outdoor facilities.
- To further develop each participant's skills in those areas that you are proficient and that the camp deems valuable - e.g. cooking, boating, crafts, orienteering. Use resource staff whenever you feel necessary - e.g. waterfront activities.
- To follow the after school program and schedule and appropriately set up, take down, and clean program equipment as required.
- To be punctual and enthusiastic in carrying out the camp routines.
- To be at work on time and ready to start the day or shift as specified by daily or weekly schedules.
- To keep an accurate attendance record of all your campers.
- To assist with final clean up tasks after campers have gone home.

Other Duties

- All Sasamat staff may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members fulfilling objectives that may not be specific to this position.

COVID-19

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start

date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.

- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at www.sasamat.org.

Qualifications

Specialized Knowledge and Certification

- Current Standard First Aid and CPR-C
- Cleared Criminal Record Check
- Current RCA BC Advanced Solo/Tandem Canoe Certification or willingness to obtain the certification.

Additional qualifications considered an asset

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Valid Class 4 driver's license
- Wilderness First Aid
- High Five
- Food Safe

Skills

- Strong interpersonal and communication skills
- Ability to work independently and exercise initiative
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to observe/assess camper behaviour, enforce safety regulations & emergency procedures, & apply appropriate behaviour-management techniques

Experience

- A background working with children
- Participation in applicable leadership programs or related experiences
- A background working in the outdoors

Working Conditions

- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- May require some weekend work
- May require close contact with campers using appropriate PPE

Physical Requirements

- Physical ability to provide active care, programming and supervision of campers 5 days a week for the duration of summer

Signature: _____
Date: _____