

**Youth Roots After School Program: Program Leader**

<b>Job Title:</b>	<b><i>Program Leader</i></b>
<b>Job Duration:</b>	<ul style="list-style-type: none"><li>• <i>April 9<sup>th</sup>, 2024 – June 11<sup>th</sup>, 2024</i></li><li>• <i>Tuesday's from 3:45pm – 6:00pm</i></li></ul>
<b>Job Hours:</b>	<i>Weekly Part Time</i>
<b>Reports To:</b>	<b><i>Summer Camp and Outdoor Education Centre Director</i></b>
<b>Salary:</b>	<i>First year camp leader: \$ 17.08 / hour</i> <i>Returning camp leader: \$ 17.68</i>
<b>Application Deadline</b>	<ul style="list-style-type: none"><li>• <i>Open until Positions filled</i></li><li>• <i>4 positions available</i></li></ul>

**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.

Our 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 evenings with their participant groups; providing leadership and care in a wide variety of traditional camp and afterschool activities and skill areas. Leaders can expect to have a fun experience with their group in activities such as canoeing, rock climbing, archery, forest games, outdoor cooks, crafts, and more! Leaders and the Youth Roots after school program are led and supported by Sasamat Youth Roots Coordinator.

Skills of a strong program leader are enthusiasm, creativity, independence, genuine care for others and strong work ethic. Sasamat will provide training and guidance for all activities or support for activities with specialized knowledge or risk management.

How to Apply:

- Step 1 – Visit our website at <https://www.sasamat.org/get-involved>
- Step 2 - Scroll down to the “apply now” link
- Step 3 – Create an account and send us an application
  
- Or if you have questions, please reach out to [info@sasamat.org](mailto:info@sasamat.org)

## Duties and Responsibilities

### Staff Training

- To participate in 100% of pre-season staff training or at the discretion of the Summer Camp and Outdoor Education Centre Director
  - *Spring Ropes Training: April 21st, 2024 from 9am – 5pm*
  - *Policy and Procedure Training: April 20<sup>th</sup>, 2024 (Online 9am – 12:00)*
  - *Spring Staff Training: April 6*
  - *RCABC Canoe Level 1 course (April 27<sup>th</sup>, 2024) hosted at Sasamat outdoor center for staff*
- To read, know and practice the information covered in the "Policies & Procedures" section of manual.
- To submit an application, criminal record search forms and necessary certifications along with employee agreement to the Outdoor Education Director

### 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 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.

## **Qualifications**

### **Specialized Knowledge and Certification**

- Current Emergency First Aid and CPR-C
- Cleared Criminal Record Check

### **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
- RCABC canoe levels or equivalent courses / experience

### **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