



NEW BRIGHTON RESIDENTS ASSOCIATION JOB POSTING

Summer Camp Leader (Full Days, Ages 7-10 yrs)

Hourly Wage: \$16 - \$18

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

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 provide children with safe, energizing and informative Summer Day Camp programs through effective leadership and creative planning. The Summer Camp Full Day Leader will report directly to the Recreation Leader (Clare Lovely) and is responsible for the areas outlined herein, as well as other duties as determined from time to time.

HOURS OF WORK: May 11th to June 29th Monday – Friday 8am-4pm
June 30th to August 28th Monday - Friday 7:00am – 3:30pm (with a 30-minute unpaid lunch)
- Lunch break will be at 12:30pm-1:00pm

Mandatory Special Events: NBRA Beer Gardens June 13th from 5pm-11pm
Tot Time June 24th from 9:30am-12pm
NBRA Stampede Breakfast July 11th from 7:30am-2pm

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

- Design & implement an engaging, fun & age appropriate interactive Summer Day Camp schedule for children ages 7-10 years
- Prepared children and Jr. Leaders the day before excursions. This means organizing children into groups, parents are communicated with as to when the bus will leave and children are prepared the day of
- Prepare all materials and ensure all supplies are ready prior to the camp start day
- Set-up/clean-up of facilities and activities
- Create, maintain, and provide parents with all required paperwork prior to camp start
- Meet and greet parents and campers on arrival and departure from camp, ensuring all campers are properly signed in and out
- Assist in obtaining feedback from participants regarding camps
- Exercise safety awareness and practices
- Provide supervision and guidance for all day campers
- Adapt activities where appropriate and needed
- Demonstrate role model appropriate behavior at all times
- Provide first aid care when necessary and notify the Recreation Coordinator of the situation as soon as possible
- Handle and report to the Recreation Leader any problems, concerns, or emergencies that arise during the camp



- Attend mandatory staff training prior to camp
- Coordinate, communicate, and provide direction to the Jr. Camp Leader
- Abide by the NBRA policies and procedures as outlined in the NBRA HR policy manual
- Portray a professional manner
- Other related duties as assigned

QUALIFICATIONS:

- Must have experience coaching or instructing children in a recreational capacity
- Previous experience creating extensive programming for children within a designated budget
- Positive, outgoing and enthusiastic attitude
- Excellent communication skills
- Ability to work independently and unsupervised
- Excellent 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 **March 20th, 2020**. 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.