



Positions:	Assistant Coordinator – First Aid and Safety
Employment Term:	February 28, 2022 – October 28, 2022
Living Situation:	Room and Board provided on site while working.
Reports To:	Program Coordinator
Daily Wage:	\$130-\$136/day (*Based on certification and course expenditure needs) 4-5 days per week
Qualifications & Certifications:	Experience working with Children and/or Outdoors is an asset Minimum of Occupational First Aid 2 (OFA 3 an asset) High Ropes Belay Training (Offered at Camp Jubilee) Voyageur Canoe Training (Offered at Camp Jubilee) Marine Emergency Duties Training (Offered at Camp Jubilee) Criminal Records Check ensuring suitability to work with children

Camp Jubilee is located in North Vancouver. We are a boat access camp that transport's guests and staff to/from Cates Park. Camp Jubilee operates from March 1- October 30 annually and caters to school, youth, family and adult groups. We have 128 acres of waterfront property with 180 guest beds and approx. 40+ staff members. This opportunity will last the full length of our season and will see any successful applicants transitioning roles during our Summer Camp program.

There are a variety of roles during at Camp Jubilee that significantly change or are adjusted to fit our Summer Camp need. Details will differ for each individual and this change can be discussed during the interview. At the conclusion of our Summer Camp program this role will transition back to the original duties assigned.

Camp Jubilee staff in all positions are expected to be always respectful and professional. This includes treating colleagues and guests kindly, wearing a staff uniform, following Camp Jubilee policies, and helping to create a warm and positive community for others.



Camp Jubilee – Assistant Coordinator (First Aid and Safety)

For the upcoming 2022 season we are hoping to have a strong group of assistant coordinators who will be responsible for working with the Program Coordinator to administer a specific section of the camp operation. Assistant Coordinators will ideally spend approximately half of their work week hosting a group on site and tending to their coordinating duties, and spend the other half in program leading activities.

First Aid and Safety is an area of Camp Jubilee that is of paramount importance where we are always striving to hold ourselves to a high standard. An Assistant Coordinator directly responsible for administrating these areas will allow us to provide the highest quality first aid while providing a safe experience to our guests.

With regard to first aid, the Assistant Coordinator will be responsible for ensuring that we are prepared at all times for any first aid situation that may arise. This includes recording an inventory of and ensuring our first aid equipment is well stocked and functioning, monitoring staff and site first aid kits, and overseeing the completion of any required first aid paperwork. Duties will also include being the designated first aid attendant on site and performing first aid regularly when needed.

We endeavor to always continue the work of making our site and activities safer for our staff and guests. This is an always evolving and never-ending process and the Assistant Coordinator for this area will be crucial in making sure we are successful in our goals. It will be the responsibility of the Assistant Coordinator to receive any safety feedback from staff members or guests and choose how to first act on that information. This may mean passing the feedback along to the relevant department, performing a quick fix yourself, conducting a risk assessment, or notifying the Program Coordinator immediately of a serious issue. Duties will also include working closely with the coordinating team to anticipate future safety issues, and through the use of site safety planning, prevent those issues ahead of time where possible.

The duties of this role will be performed while hosting a group on site. Each group that comes to Camp Jubilee is assigned a host to be their primary point of contact with the camp staff and to keep their itinerary organized and on track. The host will typically be with their group for a Monday-Wednesday or Wednesday-Friday booking. During those days hosts will usually have 4-5 hours of administration time while the guests are at their activities.

During most weeks the Assistant Coordinator will instruct activities on the days which they are not hosting a group.

Sampling of Responsibilities:

- Performing First Aid in a professional manner and at a high level
- Ensuring our First Aid equipment is in working order and well stocked
- Receive and organize feedback with regards to site safety
- Conduct risk assessments and help create long term site safety plans
- Host groups in a friendly and professional manner
- Instruct activities in a safe, fun, and educational manner
- Participate in manual labour work when needed. (Shifting kayaks, food order, site preparation, etc....)

[APPLY NOW!](#)

Camp Jubilee

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