



Positions:	Assistant Coordinator – Day Trips and Weekend Rentals
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 *Depending on certifications 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) Paddle Canada Kayaking Instructor Certification 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 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

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Camp Jubilee – Assistant Coordinator (Day Trips and Weekend Rentals)

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.

There are two positions available for the Assistant Coordinator (Day Trips and Weekend Rentals) and successful applicants will work as a pair to execute the duties and responsibilities of the role.

The role of the Assistant Coordinators will be to schedule, host, and execute our day trips and weekend rental groups. Our day trip program is offered to a variety of schools and groups and will see the majority of guests arrive for their trip on a Friday. It is important that these trips are highly organized as the Outdoor School team is still working with their groups on site as they are departing after their stay. Day Trip groups are on a very tight schedule to accommodate their transportation, meals, and activities, and will require the coordinators to be highly organized to keep everything on schedule.

Weekend rental groups are often structurally similar to our Outdoor School groups with regards to length of stay, however these groups can vary more significantly with regards to specific group needs. Weekend rental groups can include, churches, universities, and businesses. All of these groups will require a different schedule and site needs to accommodate their program. It will be the responsibility of the Assistant Coordinators to work closely with our booking team to ensure that the experience the group expected when they booked is what they receive when they arrive on site.

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:

- Assist in the scheduling of day trip and weekend rental programs
- Communicate effectively with staff on their roles and duties for each group
- Lead activities in a fun, safe, and educational manner for our guests
- Liaise with our booking team and program coordinator to accommodate guest group needs
- Host groups in a friendly and professional manner
- Participate in manual labour work when needed. (Shifting kayaks, food order, site preparation etc..)

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