



<b>Positions:</b>	Assistant Coordinator – Waterfront
<b>Employment Term:</b>	March 6, 2023 – October 27, 2023
<b>Living Situation:</b>	Room and Board provided on site while working.
<b>Reports To:</b>	Program Coordinator
<b>Daily Wage:</b>	\$132-\$138/day *Based on certifications and course expenditure needs 4-5 days per week
<b>Qualifications &amp; Certifications:</b>	Experience working with Children and/or Outdoors is an asset Minimum of Standard 1 <sup>st</sup> Aid & CPR-C ( <b>OFA 2, OFA 3 or 40hr Wilderness First Aid Preferred</b> ) NLS Pool Certification (NLS Waterfront an asset) Paddle Canada Kayaking Instructor Certification High Ropes Belay Training (Offered at Camp Jubilee) Voyageur Canoe 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 with 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.

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*Camp Jubilee*

2706 Spring Street Port Moody BC V3H 0G1  
[www.campjubilee.ca](http://www.campjubilee.ca) [info@campjubilee.ca](mailto:info@campjubilee.ca)

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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 (Waterfront)**

For the upcoming 2023 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.

Camp Jubilee is fortunate to be able to provide fun and exciting waterfront activities to our guests. Kayaking and Canoeing run from the waterfront throughout our entire season and see most guest groups booking both activities. We also offer swimming in our designated oceanfront swim area from May 1<sup>st</sup> to September 30<sup>th</sup> each year. The Assistant Coordinator (Waterfront) will be responsible for overseeing the waterfront activities to ensure that they are being executed in a fun, friendly, and professional manner and adhering to the BC Camping Standards for such activities where applicable.

Coordinating this area would involve guiding staff to lead the waterfront activities to the best of their abilities and giving feedback where applicable, ensuring that equipment is well maintained and the any broken equipment is noted and either repaired or replaced, and appropriately completing any required paperwork for the waterfront activities.

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. It would be most ideal for the person in this role to be leading waterfront activities as often as practical during this time. This means that this position required a valid NLS certification and Paddle Canada Kayaking Instructor certification. Camp Jubilee can assist in finding the required courses for a successful applicant to undertake if necessary.

### **Sampling of Responsibilities:**

- Ensure waterfront activities are being led by instructors in a safe, fun, and professional manner.
- Monitor waterfront equipment to keep it in working order and repair/replace broken equipment
- Complete any required paperwork for the waterfront department
- Provide guidance and feedback to staff with regards to waterfront activities
- Lifeguarding swimming rotations and being the lead instructor at kayaking rotations
- Host groups in a friendly and professional manner
- Instruct activities in a safe, fun, and educational manner

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- Participate in manual labour work when needed. (Shifting kayaks, food order, site preparation, etc....)

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