



<b>Positions:</b>	Assistant Coordinator – Camp Administration
<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/day *With potential for increase based on advanced certifications (Kayaking, NLS etc...) 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 (OFA 2 or 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 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.

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.

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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 – Assistant Coordinator (Camp Administration)**

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 has a wide variety of paperwork and administration that is required to be completed across our departments and operations. The main responsibility of the Assistant Coordinator (Camp Administration) will be to work with other coordinators on site to ensure that all required paperwork is being completed and submitted on time and in the correct way. This role will require the ability to be extremely organized as the types of administration, information required, and form of submission will vary greatly. Additionally, this position requires someone who will excel in communicating and liaising with the other team members at Camp Jubilee.

During the working season there will be administration duties assigned directly to the Assistant Coordinator (Camp Administration) position to complete and submit. In other cases, the Assistant Coordinator will be responsible for ensuring that administration assigned to other roles is being completed appropriately and in a timely manner. A good example of this would be our High Ropes and Rock-Climbing equipment usage logs. It will be the responsibility of the ropes team to fill out their daily paperwork as they set up the course each morning, however it will fall under the purview of the Assistant Coordinator to collect, verify, and submit the paperwork each week. If administration is not being completed adequately it will be the responsibility of the Assistant Coordinator to work with the Program Coordinator to find solutions to any issues.

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:**

- Work with the Program Coordinator to create a master list of required administration at Camp Jubilee
- Ensure that required paperwork is being completed by the relevant staff/departments
- Work with the Program Coordinator to optimize camp administration wherever possible
- 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....)

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