



Positions:	Assistant Coordinator – Staff Support and Leadership Programs
Employment Term:	March 6, 2023 – October 27, 2023
Living Situation:	Room and Board provided on site while working.
Reports To:	Program Coordinator
Daily Wage:	\$132 - \$138/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 Standard First Aid & CPR C (Advanced First Aid preferred) 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.

Camp Jubilee

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

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.

We are hoping that an Assistant Coordinator whose day to day work involves focusing on a variety of staff support measures will allow us to maintain a positive, focused, and enthusiastic staff team throughout the operational seasons. The role of the Assistant Coordinator will be to organize, perform, and in some situations delegate staff support initiatives to ensure they are being focused on by our coordinating team. Examples may include: Staff evaluations, staff game nights, staff feedback structures, staff of the week awards etc...

The ideal candidate for this position is a positive and easily approachable person who can act as a liaison between the instructors on our staff team and our camp coordinating team. Additionally, this person should be someone who the staff team will feel comfortable reaching out too as a designated contact for any issues that may arise throughout the year.

Leading up to and during our Summer Camp season the Assistant Coordinator will work closely with the Summer Camp coordinator to organize and implement our leadership programs. These include our Mentorship, Leader in Training, and Counsellor in Training program. These programs are crucial to the success of our summer camp season and our future summer staff teams. The Assistant Coordinator should have good time management and organizational skills, as well as feel very comfortable being a guide and mentor to campers aged 14-16.

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:

- Ensure that staff support initiatives are being completed
- Act as a feedback liaison between our activity leading team and our camp coordinating team
- Work with the Summer Camp Coordinator to organize and implement our Leadership programs.
- Assist in the cultivation of a positive and welcoming staff atmosphere
- Lead activities in a fun, safe, and educational manner for our guests
- 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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