



Position:	Summer Camp Wellness Coordinator
Employment Term:	June 26, 2023 – August 22, 2023
Living Situation:	Room and Board provided on site while working.
Reports To:	Summer Camp Coordinator
Daily Wage:	\$128.00/day 5 days per week
Qualifications & Certifications:	Experience working with Children and/or Outdoors is an asset Minimum of Standard First Aid/CPR C (Higher First Aid an asset) Criminal Records Check ensuring suitability to work with children

Camp Jubilee is located in North Vancouver. We are a boat access camp with that transports 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.

Our Summer Camp program is a quintessential camp experience designed to provide a life-changing opportunity to roughly 128 campers each week. The Jubilee staff team is responsible for ensuring that every camper has a safe, fun, and unforgettable time during their summer camp program. The summer camp experience is extraordinarily important to many youth in our community and we are always looking to have people join our team who are passionate about providing that exceptional experience.

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 – Summer Camp Wellness Coordinator

For the upcoming 2022 Summer Camp season we are looking to build a two person team to coordinate and implement our camper care and wellness initiatives. During each summer camp season we strive to have a comprehensive set of policies in place to ensure the health and wellbeing of our campers during their stay.

The overarching goal of the Wellness Coordinator is to react to the camper care needs of each day and ensure that those needs are being met within the structure of their team, or by another team at Camp Jubilee. This will involve finding creative ways to implement camper care initiatives, clever delegation of solutions to the counselling team, and oversight to ensure policies are being followed to the best of our ability.

Camper care encompasses a large set of terms and circumstances, however there are two initial tasks that are important for this team to complete. First is to be available to help with day to day first aid to campers on site. Summer Camp is an exciting adventure for our campers, however naturally, considering our programming and locations some minor first aid will be consistently necessary throughout each week. It is the role of the Wellness Coordinators to respond to this first aid when possible and ensure that the correct paperwork and follow up is being completed.

The next essential task for this group is dispensing camper medication timely and accurately. Many of our campers will arrive at camp with medication they need to receive during their stay. It is the role of the Wellness Coordinators to sign in, ensure security of, and then dispense the medication as needed to the campers. This also included keeping correct records of all medication dispensed and signing out the correct medication to campers on departure.

Aside from these two tasks other camper care and wellness initiatives include: Ensuring campers are drinking enough water and wearing hats, checking that cabins are being kept in a clean and sanitary state, sanitizing commonly touched surfaces to reduce illness, and checking with counselling staff to verify that campers are showering and have clean clothes.

There is some time built into the schedule as well to participate in camp wide games, tie dye, campfires, and other fun summer camp activities.

Sampling of Responsibilities:

- Performing First Aid in a comfortable and professional manner
- Ensuring our First Aid equipment is in working order and well stocked
- Finding creative ways to implement camper care initiatives with the counselling team.
- Supervise cabin cleanliness, and camper medications.
- Ensuring necessary paperwork is completed accurately and submitted appropriately.