Boys & Girls Club
of Airdrie

Airdrie Virtual Summer Day Camps (Club Location)
Day Camp Counselor Positions
Position Summary

Do you have a passion for working with children and youth in a Summer Day Camp setting?

Boys and Girls Club of Airdrie is looking to hire dedicated Camp Counsellors for our 2020, Camp Season:

- 2 Counsellors for Virtual Summer Camp for campers aged 6-10 (up to 40 Campers per week, 5 groups of 8 Campers per week)

Reporting to

Abby Charlton: Manager of Club Programs for Campers Grades 1-4.

Pay Rate

$16.00/hour

Training and Summer Schedule

- 3 days of Virtual Summer Camp training with Jays Care (last week of June) June 25, 26 & 29th 2020 (3 hours each day) along with one day July 3rd 8:30am-4:30pm for BGCA training.

Summer Schedule: First Day of Camps commence Tuesday July 6th for 8 week

Monday to Thursday	9:15-10:00 10:15-11:00 11:15-12:00 Lunch 12:30-1:15 1:15-2:00 (zoom sessions to be 30 minutes to 45 minutes max, time slots will be determined based on numbers) 2:00-4:00 (in person group)	*4:00-5:00 deep cleaning* *Debrief with teammate and check ins with manager happen as needed daily.*
Fridays	*9-11:00 in person group*	*11:00-4:00 Debriefing, Deep Cleaning, Planning Shopping and Preparation Hours*

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Our Mission

To provide a safe supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

What is a Camp Counsellor?

The Boys and Girls Club of Airdrie invites you to join us for 7 weeks of action packed Summer Camp Programming, supporting up to 40 children (grades 1-4) each week, in a new virtual and in person blended social-recreational environment!

This position seeks to employ skilled, engaging, supportive, fun, energetic, outgoing and dedicated child care staff that have relative skills and experience with technology, zoom meetings planning and facilitating child care programming that is engaging, exciting, meaningful, and safe for all of our participants.

We pride ourselves in our ability to hire Camp Counsellors that are skilled, positive, and engaging role models as you will leave a lasting impression in the lives of the children and families we serve!

Nothing beats that for a Summer Job!

Key Responsibilities

- Child Supervision while in person: This includes safety, supervision, and monitoring of children at all times during our camp setting to ensure appropriate social distancing and safety, proper and regular hand washing and hand sanitization along with wearing face masks while in the Club space.
- Being a creative, enthusiastic, and positive role model to children throughout all Virtual Day Camp activities.
- Ensuring that all program activities are enjoyable and engaging for all participants.
- Program Planning and preparations for daily activities.
- Program Delivery including setting up of technology, recording and pre recording of videos, activity kit preparation.
- General supervision and positive role modeling for all participants.
- Daily maintenance and cleanliness of The Club after in person program sessions including deep cleaning and sanitization of all common spaces and items used to ensure we are on top of Alberta Health Standards.
- Attend 3, 3 hour sessions with Jay care for Virtual day camp training.
- Attend 1 Day of intensive training and all 7 weeks of the Camp experience.
- Confident with parental communication including sharing how the camper's day was, and if there were any issues or critical events they should be informed about.

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- Strength and Confidence in handling conflict between your team, and parents, in a professional and ethical way.
- Strength in written documentation such as attendance records keeping and documenting any critical events that may have taken place during the course of the day.
- Attend regular debriefing, staff meetings, or staff celebrations that will be hosted each Friday.
- Be punctual, and dedicated to your hours of employment.
- Establish, maintain and model appropriate personal boundaries with children, youth, parents, and co-workers.
- Support children with problem solving, compatibility, and conflict resolution.
- High awareness for participant safety including but not limited to: *maintaining current knowledge of drug and food allergies and sensitivities of each individual, actively supervising children at all times, especially when participating in more high risk activities, listening keenly to children and youth and reporting any risky disclosures to Management immediately, staying on top of proper sanitization of program space, ensuring appropriate social distance between children and Counselors, etc)*
- Respect and protect the privacy of information relating to all company clients, employees, and business affairs.
- Maintain current knowledge and practice of all relevant plans, policies and procedures as established by the Boys and Girls Club of Airdrie.
- Ability to work in changing weather conditions through appropriate clothing and work attire.
- Other duties shall be assigned as required, so flexibility to change to support the overall success of the program.

Qualifications

- Current First Aid and CPR certificate or ability to gain one prior to Camp start date.
- Ability to provide a clean Police Records Check with Vulnerable Sectors completed at ****maximum 6 months** prior to first day of Camp.
- Education and/or Experience working with children in a childcare setting such as*: active volunteerism, 1:1 childcare, group childcare, licenced after school programming, day home environment, and school based care etc.*
- Demonstrated knowledge and ability to carry out program planning and delivery in a Camp environment.
- Current Child Care Certification is an asset.
- Strong documentation skills.
- Reliable vehicle
- Demonstrated sense of skill when dealing with positive behaviour management with children.
- Strength in conflict resolution

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- Ability to maintain positive energy as a member of a dynamic team.
- Ability to model connected leadership and be a positive role model to our campers in our fast paced environment.

Application Submission Details

If you are interested in applying for our Summer Camp Counsellor Positions please see the following Manager to direct your resume and cover letter to:

- For Child Campers (grades 1-4) Abby Charlton; Manager of Club Programs at acharlton@bgcairdrie.com

Please note that only suitable applicants will be contacted for an interview.