

Summer Day Camp Leaders (2) - Fraser River Discovery Centre
(Positions Dependent on Canada Student Job Funding)

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia through exhibits, education programs, and special events. The FRDC is currently seeking two (2) **Summer Day Camp Leaders** to join our small, dynamic team of staff, contractors, and volunteers this summer.

SUMMARY

Reporting to the Education Coordinator, the **Summer Day Camp Leaders** will help develop and then lead the implementation of the FRDC's new summer day camps for students. FRDC is planning to offer four (4) different Fraser River-themed day camps for students in Grades K – 6. Potential activities for the **Summer Day Camp Leaders** to supervise and participate in with the students include crafts, games, puppet shows and story time – within the FRDC – as well as short walking excursions outside the FRDC. The **Summer Day Camp Leader** will work with the FRDC volunteer team to ensure the best possible experience for the students who attend the camps. The **Summer Day Camp Leader** will also assist the Education department with other school and guided programs, as well as special events like Canada Day and Kidsworld. Finally, the **Summer Day Camp Leader** will assist with daily opening and closing procedures and exhibit maintenance; essential front desk and gift shop coverage; and maintaining the safety and security of the FRDC facility.

RESPONSIBILITIES

- *Work with the Education Coordinator to develop and finalize the new Summer Day Camps, which could include such things as crafts, games, puppet shows and stories*
- *Under the guidance of the FRDC's Education Coordinator, lead the implementation of the Summer Day Camps with support from the FRDC's volunteer team*
- *Assist the Education department with other school and guided programs, as well as special events like Canada Day and Kidsworld. the development of the*
- *Maintain the FRDC's high standard of professional educational programming and customer service at all times.*
- *Provide essential front desk coverage to the Operations Manager, including answering visitor inquiries, managing phone lines, supervising the gift shop, and processing cash register sales.*
- *Maintain the safety and security of the FRDC exhibits and facility for all visitors, staff, and volunteers. Report all maintenance issues to the Operations Manager.*
- *Other duties as required.*

ESSENTIAL AND DESIRABLE QUALIFICATIONS

- *Applicant must have been a full-time student during the last academic year and be returning to full time study in the fall 2017*
- *Completion of high school diploma, some post-secondary education in a related subject preferred (e.g. museum studies, history, education, Canadian/BC studies, tourism, environmental science, biology)*
- *Proven experience developing and/or working with students in a camp environment*
- *Proven skills in customer service and interacting with a diverse range of audiences (schoolchildren, families, seniors, etc.)*
- *Strong interpersonal and communication skills, both verbal and written*
- *Excellent presentation and public speaking skills*
- *Competency in essential computer skills such as Microsoft Office Suite and social media platforms*
- *Excellent time management, memorization, organization, and problem-solving abilities*
- *Ability to work effectively independently and in a team*
- *Experience in, or willingness to learn, new educational techniques such as inquiry-based teaching*
- *Experience working in a heritage, cultural, educational, or non-profit setting is desirable*
- *Experience working with volunteers is desirable*

HOURS: Part-time, 30 hours per week, usually 9:45 – 4:15, although schedules will be adjusted during the times of the camps themselves. (must also be available for stat holidays and weekends)

RATE: \$13.50/ hr plus 4% in lieu of vacation

APPLICATION DEADLINE: April 27, 2018 **Duration:** May 14 to September 1 (dependent on funding)

To apply, please fax or email résumé and cover letter in confidence to:

Stephen Bruyneel, Executive Director
Fraser River Discovery Centre, 788 Quayside Drive, New Westminster, BC V3M 6Z6
Email: sbruyneel@fraserriverdiscovery.org

We thank all applicants for their interest, however, only those selected for an interview will be contacted.