



## **JOB OPPORTUNITY**

**Position: Summer Program  
Administrator**

**Application Deadline: April 15<sup>th</sup> 2019**

We are currently seeking a **Camp Administrator** to join our unique school. We value this role as a strong component to our overall school experience and therefore are quite selective.

We value our employees' experience, knowledge, abilities, loyalty and the role they have in a child's life. We support our employees, work side by side with our employees, and trust that they will reciprocate with a continued joy and love for their job and our school.

We are currently seeking a Camp Administrator who believes in our philosophies, has a great skill set and experience to help our camp flourish, and who has a drive and dedication for going above and beyond expected duties. If you feel like you fit this description, ensure you have the following attributes and please submit your application!

### **Applicants must have:**

- Experience and/or training in early childhood, children and youth
- Criminal Records Check
- Child Abuse Registry Check
- 3 References related to working with children, within the past 5 years

### **Other experiences you might have that are considered assets:**

- Post-Secondary Degree in Education, Child and Youth, Recreation or equivalent experience/training.
- Camp leading, directing, teaching, and other related work experience
- Teaching in alternative educational environments
- Leadership experience in programs working with children, youth, families, and communities

- Experience in Multi-age classrooms, Multiple learning styles, Diverse Learners
- Experience teaching physical, arts, or hands-on life skills education

### **Key Competencies we require you to innately have:**

- Self-motivation and initiative
- Problem solving
- Decision making
- Flexible and adaptability
- Organization and preparedness -Leadership and teamwork
- Verbal and written communication skills -Experience using current technologies
- Reflective & Resourceful teaching methods -Critical thinking
- Ability to work through fast paced, sometimes loud, flexible & sometimes stressful situations
- Drive and dedication to work hard

### **Main Job Tasks and Responsibilities**

-If needed, report, daily, to parents their child's progress, achievements, experiences, and challenges. **As Summer Program Administrator, you are responsible for the overall running of programs and events, including childcare. Your main responsibilities include client payments, receipts and invoices, registration bookings, and program marketing, while also working with children in a camp setting. These childcare responsibilities include, but are not limited to:**

- Building a positive working rapport with each family from the camp, ensuring a trusting, respectful, and appropriate working bond with each child.
- Have a repertoire of activities that facilitate active learning experiences, engaging children's curiosity, enthusiasm, and interests, as well as building interpersonal skills, self-confidence, and leadership qualities. All activities must be connected with the educational philosophies of the school.
- Clean spaces used daily in accordance with your working shift. Collect garbage, recyclables, compost as needed from the space and other spaces used to maintain a clean and safe environment.

-Manage children's behavior by establishing and enforcing rules and procedures that support and engage a child's success. Maintain discipline in accordance with the rules and disciplinary systems of the school. Follow all school policies and protocols, including safety and standards for teaching and learning

**Employment:** July 2-August 23

**Hours of Work:** Monday-Friday, 7:30am-5:30pm

**Wage:** \$13-\$15/hour

**To apply:** Please submit a cover letter (referencing job title), resume, and 3 relevant and recent references to [info@viavitaacademy.ca](mailto:info@viavitaacademy.ca).