

### **4-H Alberta Camp Staff - Various Positions (3)**

Office Location: Airdrie, Alberta (97 East Lake Ramp, NE)

Camp Locations: The Alberta 4-H Centre (main camp facility) and regional campsites (throughout the province)

Hours per week: 40+

Salary Range: Office Day Rate: \$117-\$142; Camp Rate: \$900-\$1200 per camp (accommodation and food provided at camp); Paid staff training

Start Date: May 11, 2020

Application Deadline: **February 7, 2020**

The 4-H Alberta Camp Staff team will plan, coordinate and deliver 4-H Alberta summer camps. Planning and coordinating of our 12 camps takes place in an office setting during May and June, while delivery occurs in July and August. Each camp staff member will be placed at a minimum of six (6) camps. Our camps take place across Alberta and the camp sessions are **overnight** and five days in length. Staff are provided a vehicle for travel to each camp. If you have lots of energy, excellent leadership skills and are able to have fun then this job is designed for you! In addition, you must be dependable, mature and able to work independently.

We are hiring for three types of positions:

#### **Camp Director (2 positions)**

- Plan and coordinate a camp program
- Oversee the daily operation of summer camp
- Supervise and evaluate assistant director and program staff
- Monitor safety and all procedures as they pertain to the complete supervision of campers and staff
- Ensure program is being followed (implementing the agreed upon activities)
- Prepare an evaluation and summary of each camp session, with cooperation from assistant director, including overview of camp, counsellor evaluations, accident reports, health logs, and camp evaluations
- *Reports to 4-H Section - Program Specialist*

#### **Assistant Director (2 positions)**

- Plan and coordinate a camp program
- Responsible for conducting first aid and hospital trips
- Responsible for mentoring and coaching counsellors
- Manage any disciplinary issues facing counsellors
- Creates and maintain content for social media
- Assists camp director with program reports (particularly first aid and counsellor evaluations)
- *Reports to Camp Director*

#### **Program Director (2 positions)**

- Plan and coordinate a camp program
- Responsible for scheduling, organizing and executing all camp activities (educational programming, group games, night activities, color wars, traditions, theme days, special meals, rainy day games, skill sessions)

- Responsible for each campers individual skill session schedule
- Run high risk activity areas: canoeing and low ropes
- Setup and cleanup of program activities
- *Reports to Camp Director*

**All Positions - Mandatory Requirements:**

- Completed one year of post-secondary education;
- Class 5 Alberta Drivers' License (travel is required in this role);
- Standard First Aid and CPR or ability to obtain;
- Obtain and maintain a clear Criminal Record Check and Vulnerable Sector Check;
- Preference for (not required): NLS certification.

Lack of 4-H or camp experience is not an obstacle. We are seeking someone who can think on his or her feet, and is creative and innovative. We require you to be able to work independently with limited supervision and have strong interpersonal and communication skills. You must have the ability to supervise and evaluate volunteers and campers. Indicate in your cover letter which position you are applying for – Camp Director, Assistant Camp Director, or Program Staff. Applicants without a cover letter will not be considered.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted via email.

Submit your resume and cover letter in confidence to: Katelyn Strang, 4-H Specialist – Programs.  
katelyn.strang@gov.ab.ca