

Business Camp – Spring and Summer Instructor

Posting: Business Camp Instructor

Salary Range: \$15 - \$16 /hour (commensurate with experience)

Duration of Employment: May to August 2020

A. NATURE & SCOPE

Are you currently pursuing a program in Business or Education? Do you enjoy working with children and youth? Business Camp is currently seeking instructors starting this spring. The successful candidates will have the opportunity to design and execute activities that provide ample opportunity for sharing their passion of business and entrepreneurship with youth. Business Camp facilitates a fun and exciting work environment with other post-secondary students while teaching and inspiring youth ages 9-14! The instructor position will commence in May and finish mid- August. This position is part-time in May and June, and full-time in July until mid-August. May and June consist of camps planning. July and August consist of camp delivery. If this sounds like the job for you, apply now to join Business Camp for this coming season!

B. CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Design lesson plans for children that teach the fundamentals of Business and Entrepreneurship in a fun and interactive way
- Assist with development of the summer camp project package including: designing prototypes for age-appropriate, engaging, hands-on projects; completing project write-ups, a project lesson plan schedule; project supply budgeting, preparing supplies/classrooms; and ensuring safety standards are met
- Ensure the safety of the students
- Lead weekly instruction of groups of summer campers during July and August
- Responsible for supervising campers and ensuring workrooms and camp rooms stay clean daily
- Work collaboratively with other staff to implement the curriculum
- Abide by University of Calgary camp policies and procedures

C. QUALIFICATIONS

- Preference given to undergraduate students in the Faculties of Business or Education
- Prior experience with children
- Completion of Grade 12 education required
- Excellent interpersonal and communication skills
- Ability to work as part of a cohesive team, as well as independently
- Strong organizational skills, with the ability to be flexible and prioritize tasks

Please note that a police security check, CPR/First aid and safety training will be required subsequent to hiring.

PLEASE SUBMIT RESUME AND COVER LETTER VIA THE LINK BELOW:

Julia Sather

Program Coordinator

<https://forms.gle/eTn3UyimoY8FBvy28>