



UNIVERSITY OF  
CALGARY

# WORK WITH US

## ACTIVE LIVING

2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
[ucalgary.ca/activeliving](http://ucalgary.ca/activeliving)

**Job Title:** Mini University Instructor - for a full listing of available positions, click the following link:  
[shorturl.at/EJLNV](http://shorturl.at/EJLNV)

**Faculty:** Faculty of Kinesiology

**Department:** Active Living

**Wage:** \$15.00+/hour

**Duration of Employment:** July and August

### **Nature of the work:**

Are you looking for a fun summer job this July and August? Are you positive, enthusiastic and love working with kids? Do you want to make a difference and be a good role model for the next generation? If that sounds like you, then being a Mini University Instructor might be the job for you! Mini University is a fun and exciting place to work and is a great opportunity to gain invaluable experience working with kids. As an Instructor you will get to create your own lesson plans and instruct a variety of activities and hands-on projects with different grade groups. There will be a maximum of 24 campers in each group with two Camp Leaders to assist. If you are a kid at heart and this sounds like your dream job, apply now to have the time of your life this summer!

### **Duties & Responsibilities:**

- Ensuring the enjoyment and safety of campers at all times
- Ensuring that campers are listening and respecting themselves, others around them as well as the equipment that is being used in the classroom
- Plan and implement fun hands-on activities for campers
- Explaining to leaders how they can assist in implementing activities
- Ensuring instructions and time are given to campers to clean up prior to leaving the room on time
- Ordering the right amount of supplies on time
- Planning activities and setting up your room before the campers arrive
- Work with other instructors to collaborate and plan lessons together
- Delegating roles and duties to the other leaders
- When required, helping other instructors with the implementation of their activities
- Supervising lunch once a week for all campers in the gym
- Helping and leading groups of campers on field trips off campus
- Ensuring their room or area is clean and tidy at the end of each day
- Disciplining and instituting group management when necessary
- Filling out incident reports whenever necessary

### **Qualifications:**

- Experience working with youth and children
- Excellent interpersonal communication and teamwork skills
- Standard First Aid & CPR Level C (training course is provided)
- A clear Police Information Check with Vulnerable Sector Search (provided for successful candidates)

**To apply please submit your resume and cover letter to [mini@ucalgary.ca](mailto:mini@ucalgary.ca).**