



UNIVERSITY OF
CALGARY

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ACTIVE LIVING

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Mini University Summer Camp Instructors & Leaders

Starting Hourly wage: \$17

Hours per week: 40

Duration of employment: Full-time Seasonal Position from late June to Mid-August (Monday to Friday)

Are you looking for a fun summer job where you get paid to play? Are you game for leading activities with kids and trying new things? If this sounds like you, then joining Mini University Summer Camps might be the perfect fit for you!

Mini University Summer Camp Instructors and Leaders play a key role in delivering fun, safe, and engaging experiences for children and youth participating in Mini U's on-campus day camps. Staff work with campers from Kindergarten to Grade 8 (and some teen programs), guiding them through a variety of themed activities including sports, arts, science, recreation, and skill-building. This position is ideal for energetic, positive, and responsible individuals who enjoy working with children, value collaboration, and want meaningful summer employment that builds leadership, communication, programming, and group-management skills. We hope that you can join our amazing team and enjoy an unforgettable summer with us!

Role Structure: Instructors vs. Leaders

Camp Instructors

Camp Instructors are **assigned to one specific camp theme for the entire summer**. This means they:

- Stay with the same program each week
- Become specialists in their camp's specific theme
- Refine and improve their activities and lesson plans throughout the summer
- Create a comprehensive supply order form and set up your camp space

Camp Leaders

Camp Leaders **rotate to a different camp each week**, gaining experience with a variety of themes, age groups, and program styles. This means they:

- Are prepared to lead a variety of games and icebreakers with a variety of age groups (K-8)
- Are open-minded and willing to try a wide variety of camps every week
- Support campers and the instructor during instructional blocks
- Bring energy and flexibility to diverse camps across the summer

Supervision & Safety

Both Instructors and Leaders work together in **teams of at least two adults**. Staff members **are never placed alone with a group of campers (10-16 max)**. This ensures shared supervision responsibilities, safe ratios to support camper needs and behavior as well as a collaborative work environment.

Key Responsibilities / Duties

General Responsibilities (All Staff)

- Supervise and lead daily camp activities both indoors and outdoors.
- Create and maintain a safe, positive, inclusive, and engaging environment.
- Support the physical, emotional, and social needs of campers.
- Build relationships with campers, parents/guardians, and co-workers through clear, friendly communication.

- Assist with daily sign-in and sign-out.
- Use positive, effective group-management strategies.
- Complete daily logistics including attendance, hazard assessments, incident reports, set-up, and clean-up.
- Work collaboratively with supervisors and staff to deliver high-quality programming.
- Participate in lifeguard led games and activities in the pool and gymnastics sessions.
- Follow all Mini U and University of Calgary camp policies and emergency procedures.

Instructor-Specific Duties

- Lead 10, 75-minute themed instructional activity blocks each week.
- Create engaging lesson plans aligned with the camp's theme in the spring (remotely).
- Prepare weekly supply lists and manage materials.
- Adjust activities to support campers' varying abilities, interests, and needs.

Leader-Specific Duties

- Lead 10, 75-minute activity/game sessions daily with creativity and energy.
- Facilitate daily "Body Breaks" (washrooms, snacks, water, short games).
- Support Instructors during instructional blocks and group movement across campus.
- Assist with Camp Support Duties like Before & After Care, delivering supplies and dry deck.

Required Qualifications

- Availability Monday–Friday during late June and mid-August (8 hours within 7:45 am-4:45 pm).
- Experience working with children or youth (formal or informal).
- Strong communication, teamwork, and interpersonal skills.
- Ability to stay organized, adapt to change, and multitask effectively.
- Standard First Aid & CPR Level C certification (provided at no cost if hired).
- Clear Police Information Check with Vulnerable Sector Search (provided at no cost if hired).
- Required attendance at staff training in late-June.

Preferred Qualifications

- Previous experience in camps, coaching, teaching, tutoring, recreation, or mentorship.
- Experience leading group games or structured activities.
- Understanding of youth development and inclusive program delivery.
- Interest or background in sports, arts, science, recreation, education, or related areas.
- Confidence and experience with managing challenging behaviours.

Skills & Competencies

- **Leadership:** Confidently guides groups and maintains safe supervision.
- **Communication:** Clear, friendly communication with children, families, and colleagues.
- **Creativity:** Ability to develop fun, engaging, age-appropriate programming.
- **Problem-Solving:** Quick thinking, adaptability, and calm under pressure.
- **Teamwork:** Cooperative, supportive, and positive in team environments.
- **Responsibility & Reliability:** Consistent professionalism, punctuality, and follow-through.
- **Behavior Guidance:** Uses positive and supportive approaches to manage group behaviour.
- **Openness:** Excited to try new activities, lead by example, have fun and be a good role model.

PLEASE CLICK HERE TO SEE A LIST OF AVAILABLE POSITIONS

To apply, please complete this [Mini University Application Form](#). We will contact you if we are currently hiring and have been selected for an interview. Thank you for your interest in working at Mini University and we will start scheduling interviews in January for the summer.