



UNIVERSITY OF
CALGARY

WORK WITH US

ACTIVE LIVING

2500 University Drive NW
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active-living.ucalgary.ca

Mini University Summer Camp Instructors & Leaders

Hourly wage: \$17

Hours per week: 40

Duration of employment: July & August. Monday to Friday between 7:45 am - 4:45 pm

Available positions: Summer Camp Instructors & Leaders. See below for more details.

Are you looking for a fun summer job that doesn't even feel like work most days? 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 U is an on-campus summer camp and is the perfect opportunity to gain invaluable experience working with youth. We hope that you can join our amazing team and enjoy an unforgettable summer with us!

About [Mini University](#): This summer, we are excited to offer over two dozen fun and educational day camps designed for kids entering Kindergarten to Grade 8 along with a few camps for teens. We offer a wide variety of camps for youth who are:

- active and enjoy playing sports and games
- interested in trying martial arts, fencing or golf
- just starting Kindergarten or are entering Grade One
- dancers or want to learn more about drama & theatre
- game to try something new or learn more about what they like
- interested in dinosaurs, fantasy worlds, making comic books and gaming
- creative kids that want to build with LEGO®, draw, paint, sculpt and make digital art
- curious about sciences like biology, chemistry, physics, criminal science and medicine

At Mini University, we work year-round to plan summer camps that integrate a wide variety of physical activities & games that promote a healthy active lifestyle. All of our camps are scheduled with a variety of hands-on activities that are planned beforehand and instructed by our instructors and leaders. Staff will also get to play some fun lifeguard-led games in the pool with their camps at our indoor Aquatic Centre and go to the Gymnastics Centre every week.

General Instructor & Leader Responsibilities:

- Prepared every day to lead activities with youth both indoors and outdoors
- Ensure the enjoyment and safety of campers throughout each week of camp
- Provide quality supervision and care to all campers. There will be a maximum of 14 campers in each camp and you will work with a different Camp Instructor or Camp Leader each week
- Plan and work collaboratively as a team player with supervisors and other staff
- Participate in all of the camp activities and encourage campers to participate. Every week you will play fun lifeguard-led games in the pool and do gymnastics with your campers
- Engage with parents at Sign-in/out and tell them how their child's day was
- Implement group management strategies when necessary
- Provide first aid care and complete incident reports when necessary
- Complete Daily Field Level Hazard Assessment forms to assess risks and have a plan

- Use the Attendance Sheets every day and review the participants Medical Forms
- Help with daily camp tasks including late drop-off and early pick-up, delivering supplies, and helping set-up/take down larger camp activities such as Before and After Care
- Abide by the UCalgary Summer Camp Policies & Procedures

Specific Instructor Responsibilities:

- Plan and instruct around 8 75-minute activity blocks each week based on the theme of your camp. You don't have to be an expert with lots of experience in your area
- Create new lesson plans and bring back classic activities that campers always love
- Create a comprehensive list of supplies you will be using for the summer
- Participate in all of the Camp Leader-led activities and work together as a team

Specific Leader Responsibilities:

- Plan and instruct two 75-minute sessions of games & activities every day
- Participate in the Instructor-led activities while working together as a team and helping out
- Take the lead on the 15-minute body breaks throughout the day which include using the washroom, filling up water bottles and eating a snack or two

Recommended Qualifications:

- Available to work in July & August, Monday to Friday between 7:45 am to 4:45 pm
 - 8-hour shifts within this time frame depending on the camp each week
- Some experience and an interest in working with kids and youth
- Strong interpersonal communication and teamwork skills
- Organizational skills, with the ability to be flexible and prioritize tasks
- Standard First Aid & CPR Level C and a valid Police Information Check with Vulnerable Sector Search (successful candidates will acquire these at no cost via Mini University)
- Available to attend two days of Staff Training at the end of June before camp starts

[PLEASE CLICK HERE TO SEE A LIST OF ALL AVAILABLE POSITIONS](#)

To apply, please submit your cover letter and resume to Evan Smibert & Curtis Polowick at mini@ucalgary.ca. If you are applying for multiple positions, please include this in your cover letter and do not send multiple emails for each position.

DEADLINE FOR APPLICATIONS IS APRIL 1 OR WHEN POSITIONS ARE FILLED

Mini University

Evan Smibert & Curtis Polowick

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