POSITION DETAILS

Position Title: Recreation Coordinator
Classification Title: Graduate/Undergraduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population and Public Health
Pay/hours: $3,000.00 [paid in one instalment]
Duration: two weeks plus 2.5 days between June 14th and July 18th, 2019
Positions Available: 2

JOB SUMMARY

The employment period will include the following dates:
- June 14th and 15th, 2019 - Staff and Volunteer Orientation Workshop
- June 30th to July 14th, 2019 - SSP Camps (full-time including overnight during camps)
- July 18th, 2019 - SSP staff debrief session from 12-3pm

The Recreation Coordinators are responsible for the physical activity aspects of the program. They will design and implement a variety of recreational, cultural and social activities, as well as motivate youth to maintain or improve their personal health and fitness. The Recreation Coordinator is expected to live in residence during both weeks of the program (dates listed above). There is a two-day mandatory staff orientation and training that will take place two weeks before camps start and a staff debrief session a few days after camps end. A criminal record check is required four weeks before employment begins (due by June 1st, 2019) and reimbursement of payment will occur upon receiving receipt. Food and accommodation are provided during the two weeks of the SSP.

ORGANIZATIONAL STATUS

The Recreation Coordinator takes direction from and reports directly to the SSP Program Coordinator and Manager.

WORK PERFORMED

a) Work Duties
- Develops recreational activities such as morning workouts, evening activities and fills in for any cancelled events.
Facilitates the smooth and effective functioning of the recreational program involving other staff members.
Works in respectful collaboration to co-plan logistics with each of the SSP team members.
Provide supervision at student field-trip/excursions.
Helps provide an enriched, positive, affirming, confidence-building, and stimulating learning environment and experience for the students.
Seeks opportunities to interact with students informally in order to develop rapport and to share from your own life experiences (e.g. meal time, recreational events, etc).
Assists staff in meal preparation and kitchen duties according to kitchen duty schedule or as needed

b) Administrative Duties
- Participates fully in orientation, debriefing and staff meetings.
- Submission of the SSP Staff Feedback Form to the SSP Program Coordinator by July 18th, 2019.

SUPERVISION
The Recreation Coordinator supervises staff and students involved in recreational events.

WORKING CONDITIONS
The Recreation Coordinator works in the First Nations House of Learning, lives in UBC residence and attends field trips and cultural events.

PERSONAL SPECIFICATIONS
a) Physical Requirements
- Healthy.
- Considerable energy and stamina.

b) Education/Experience
- Studying a degree in Kinesiology or Education is preferred.
- Experience working in an Indigenous context and knowledgeable in traditional games and other cultural practices.
- Previous evidence of skills related to duties identified.
- Previous experience working with teenagers.
- Current UBC student.
- Some knowledge of the sciences and health-related science programs offered at UBC.
c) Special Skills

- Strong interpersonal and communication skills.
- Skills working with Indigenous high school students.
- Collaborative skills.
- Compassionate conflict resolution skills are an asset.
- Skills to work with and develop rapport with Indigenous teenagers.
- Ability to work closely with the Elder in providing support for students and staff.

Please mail or e-mail your resume, cover letter, and unofficial transcript by FRIDAY, MARCH 15th, 2019 at 4:30pm to:

Drew St. Laurent, Senior Operations Manager, Centre for Excellence in Indigenous Health.
Email: drew.stlaurent@ubc.ca

Please address any questions to:
Leah Walker, Associate Director of Education
Email: leah.walker@ubc.ca
Phone: 604.822.5973