



JOB POSTING - Summer Camp Lead

Start Date for job: 2018-06-18

End Date for job: 2018-08-31

Job Type: Temporary until August 31, 2018, with possibility of contract extension to November 30, 2018. Job is full-time.

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www.manuelsriver.com

Job Description

The Manuels River Hibernia Interpretation Centre is a not-for-profit science centre which features a world class trilobite fossil site and collection, and highlights the geological, biological and human history of the Manuels River and Conception Bay South. The Centre is operated by the Manuels River Natural Heritage Society, an organization committed to the preservation and interpretation of the natural, cultural and geological history of the river through the development of education, recreation and conservation opportunities along the river system and in the Interpretation Centre. If you are a dynamic individual that enjoys learning through fun and has experience developing programs and working with children, the Summer Camp Lead position may be for you.

Hours of Work: Weekdays with possibility of some evenings and weekends

Rate of Pay: \$15/hour, minimum 35 hours per week.

Requirements: Cover Letter, Resume, three references, RNC Certificate of Conduct (no more than 30 days old)

Who can apply: Applicants legally entitled to work in Canada in accordance with provincial legislation

Position Summary:

The Summer Camp Lead oversees the planning and facilitation of the summer science day camp offered at the Manuels River Hibernia Interpretation Centre. The Summer Camp Lead, in consultation with the Lead Interpreters and Education Manager, plans week-long, age-appropriate science and nature based day camp programs for children aged 5 to 7 years old and 8 to 11 years old. Working with the Summer Camp Assistant, the Summer Camp Lead runs the summer day camp program and is responsible for maintaining a positive and safe camp environment for all participants.

Primary Duties and Responsibilities:

- Develop and deliver a science-themed, week-long day camp program that includes both indoor and outdoor components;
- Liaison with parents and/or caregivers to ensure that all campers have a positive experience;
- Oversee the day-to-day roles and responsibilities of the Summer Camp Assistant, and other summer student staff that may assist with the camp program;
- Maintain administrative camp records and complete required camp reports;
- Work with the Lead Interpreters and the Education Manager to ensure that safety requirements are met and programming resources are maintained and re-supplied when needed;
- Ensure that any issues of concern are brought to the attention of Education Manager in a timely manner.

Qualifications:

- University degree or college diploma in a related discipline (*e.g.* Education, Natural Science, Recreation);
- Experience in planning, developing and implementing educational and/or public programs;
- Experience working with children in a formal or informal educational environment;
- Strong interpersonal skills and the ability to work independently or as part of a team;
- Effective oral and written communication skills;
- Sound computer skills including word processing and database management;

To Apply: Mail or email resume with cover letter, 3 references & RNC Certificate of Conduct (or receipt of COC application) to: **Summer Camp Lead Position - Manuels River Hibernia Interpretation Centre, 7 Conception Bay Highway, CBS, NL, A1W 3A2, Email: gillian.davidge@manuelsriver.com**

Applications must be received by 12:00 noon, May 11, 2018.

Certificate of Conduct will be required prior to employment.

We thank all who apply, but only those selected for an interview will be contacted.