



Wild Kidz Assistant Camp Coordinator

The BC Wildlife Federation (BCWF) is the largest and most influential conservation organization in BC. As a province-wide non-profit charitable association with over 40,000 members and more than 100 Member Clubs, our organization represents the interests of all British Columbians whose aims are to conserve and protect BC's fish, wildlife and habitat for present and future generations.

We are currently searching for a Wild Kidz Assistant Camp Coordinator. **The Wild Kidz Assistant Camp Coordinator will primarily focus on the Wild Kidz Camps which focus on children aged 8-17 (median age 11-13).**

The Wild Kidz Assistant Camp Coordinator will work closely with the Youth Program Manager and Coordinator to plan, budget and deliver the 2020 Wild Kidz summer day camps. This will include traveling to various locations throughout BC to participate in the final programming. Previous locations have included: Dawson Creek, Smithers, Prince George, Kelowna, Rock Creek, and many more. The Assistant Camp Coordinator will also assist in the researching, planning and creating of educational materials and outreach activities for children and youth. The Wild Kidz Assistant Camp Coordinator will also assist with the Go Wild camp which is focused on youth aged 12 – 17.

Duties and Responsibilities for the role will include:

Program Development and Delivery

- Assist in the planning and delivery of four, week-long summer day camps for children aged 8-17.
- Research and develop outdoor and environmental learning activities for children.
- Coordinate and lead BCWF volunteers in camp tasks.
- Must attend Wild Kidz camps
 - *Prince Rupert*: July 6 – July 10, 2020
 - *Dawson Creek*: July 13 – July 17, 2020
 - *Castlegar*: August 10 – August 14, 2020
 - *Rock Creek*: August 17- August 21, 2020
 - *Abbotsford*: August 24 – August 28, 2020
- Assist and attend additional Go Wild camps
 - *Okanagan (Location TBD)*: July 27 – August 7, 2020

Administration, Marketing and Communications

- Answer public inquiries regarding youth programs.
- Publish success stories & photos of Youth Program events and activities in relevant journals, magazines, newsletters and online platforms including social media (e.g. Facebook, Twitter, Instagram) following BCWF standards of communication.
- Compose programs reports for funders and stakeholders.
- Register and correspond with all program participants to determine new opportunities for future programs.
- Other duties related to the Youth Program or other BCWF programs as required.

Outreach

- Aid in planning and executing additional educational kids and youth outreach events.
- Assist in National Archery in the School Program (NASP) British Columbia activities.
- Support initiatives led by other agencies or co-led BCWF that advance youth outdoor & conservation-related education in BC.
- Research potential kids and youth outreach events and partnerships.

Qualifications:

- Must be between 19-30 years of age and eligible to work in BC (i.e. a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*).
- Must have previous experience working with kids and youth.
- Must possess creative problem solving skills.
- Must demonstrate initiative, leadership and the ability to work on tasks with minimal supervision.
- Must complete a Provincial Criminal Record check for working with youth and vulnerable adults.
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, PowerPoint, and Adobe Acrobat.

Knowledge, Skills and Abilities:

- Strong personal alignment with BCWF's mission, goals and values, (applicants are strongly encouraged to review our website for further details on these topics).
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude.
- Must be extremely well organized, analytical, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working well independently as well as within a dynamic, multi-faceted team environment.
- Must be able to keep strict confidentiality and sign an oath of confidentiality.
- Must be capable of lifting objects of up to 40lbs; with no physical or health limitations
- Must be willing to work evenings, weekends and extended hours, where necessary, to accommodate activities and events.
- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for program delivery (e.g., camping, hiking, etc.).
- Must be comfortable travelling for prolonged periods (e.g. 2 – 3 weeks) outside the Lower Mainland.

Position Terms:

This full-time, temporary position is based at the BCWF office in Surrey, conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. **The position will require travel throughout the province as noted above.**

Compensation:

- \$15-17/hr (depending on qualifications)
- The chosen applicant must be willing to work a 40-hour work week right through to the end of the contract and be flexible to include some evenings and weekends.
- The chosen applicant must be willing to agree to an averaging agreement.
- This position will require work that exceeds 40 hours/week while implementing camps. In order to maintain employee work-life balance, employee schedules will be modified to accommodate the excess camp hours. This will be clarified during the interview process.

Start Date: April 20, 2019 (Part-time – Approx. 16 hours/week). Full-time beginning May 11, 2020.

End Date: August 31, 2020

19-week Contract (3 weeks part-time, 16 weeks full-time)

Required license or certification:

- Minimum Class 5 Driver's Licence (any higher class is considered an asset)
- Standard First Aid and CPR C or higher

Additional Assets:

- Class 4 Driver's Licen
- Interest in working outdoors.
- Intermediate knowledge or experience in outdoor education, recreation, summer camps, and ecology.
- National Lifeguarding Service (NLS) Designation
- Event planning experience

DEADLINE: April 3, 2020

Please forward a **single** Word or PDF file that includes both a cover letter and a resume.

The cover letter should provide insight into your experience developing and delivering programs, working with youth and your aligned values of the BCWF. Please send to: chris.lim@bcwf.bc.ca. Please put position title in the subject line of your email.

We kindly ask that applications be sent by email only—no fax or mail applications please—and we request that you do not phone. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the BC Wildlife Federation. For other career opportunities, please visit our website. <https://bcwf.bc.ca/>