

# Camp Leader

## About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) is British Columbia’s leading conservation organization. As a province-wide member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance and promote the wise use of the environment for the benefit of present and future generations.

The BCWF is accepting applications for **(1) Camp Leader** for the 2022 summer camp season (June – August). Camp Leaders will be tasked to lead a variety of programs for either Wild Kidz or Go Wild camps under the BCWF’s Youth Programs. The BCWF’s Youth Programs’ mission is to provide safe, accessible and comprehensive conservation and environmental education to youth. Our team values inclusivity, respect, clear communication, transparency, accountability, education, and taking the extra step. If you believe in educating the next generation of conservationists as well as the values listed, we encourage you to apply and be part of our team.

### Share your passion for the outdoors!

The BCWF Youth Programs team highly values diversity and we strive to foster a team culture, which is equitable and inclusive. We believe that the environment belongs to everyone and it is up to all of us to protect it. Whether you call it the outdoors, nature or the environment – what makes the natural world beautiful and unique is that everyone values and cherishes it in their own unique way. The BCWF Youth Programs team aims to create more equitable access for all youth to learn about, explore and protect the outdoors, regardless of race, income, gender identity, sexuality, or ability. We are always looking for new and diverse perspectives that will spark the passion of the next generation of caretakers.

The successful applicant for this position will travel with the BCWF staff team for the majority of July and August. During camp weeks, the BCWF will provide camp lodging\*, transportation, breakfast and lunch.

*This position is funded by the Canada Summer Jobs Program.*

\*A combination of tent camping and cabins.

## Role Details

<b>Department:</b>	Conservation Stewardship (CS)	<b>Start Date:</b>	June 13, 2022
		<b>End Date:</b>	September 2, 2022
<b>Reports to:</b>	Youth Program Manager Youth Program Coordinator (Direct Supervisor) Youth Program Intern	<b>Compensation</b>	\$16.50/hr

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## Position Purpose

Camp Leaders implement educational programming for the B.C. Wildlife Federation's (BCWF) Youth Programs. Programs include but are not limited to Wild Kidz, Go Wild, and the National Archery in the Schools Program (NASP). Camp Leaders are the direct educators for Wild Kidz and Go Wild summer programs.

## Core Responsibilities

### Program Delivery

- *Wild Kidz and Go Wild*
  - Facilitate Wild Kidz and Go Wild in-person day camps (July and August)
  - Purchase camp supplies
  - Learn and lead educational programs
  - Complete necessary camp administrative work
  - Correspond with parents
- *National Archery in the Schools Program*
  - Receive Basic Archery Instructor (BAI) certification
  - Assist with NASP related events activities.
- *Events and School Programming*
  - Deliver educational programs in schools and events either in-person or virtually

### Marketing and Communication

- Email partners and interested parties progress reports regarding programs (i.e. Wild Kidz and Go Wild)
- Assist in developing information packages for parents, grantors, sponsors, and other partners
- Meet with parents and other partners
- Prepare material social media posts (e.g. Facebook, Instagram, Twitter, etc.), advertisements, posters, blogs, and newsletters to highlight program and project successes
- Prepare material for email campaigns regarding programs and events

### Administration

- Track program expenses
- Clean and maintain program equipment
- Develop evaluation surveys for Wild Kidz and Go Wild
- Analyze measured outcomes from surveys and record results
- Track youth program yearly engagement through camps, events, school programs, and workshops
- Other duties related to the Youth Program or other BCWF programs as required, which includes but is not limited to procurement of materials, design of outreach materials or learning modules, data

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collection, management, analysis, and/or fieldwork (e.g., invasive species maintenance, planting, collecting biological monitoring data)

### Conservation Projects

- Facilitate beginner conservation projects for Wild Kidz and Go Wild camps
- Facilitate advanced conservation project(s) for Go Wild
- Track measurable impacts of finished conservation projects
- Develop supplemental educational programs linked to conservation projects

## Requirements, Competencies and Skills

### Requirements

- Must be 15-30 years of age (*Due to funding requirements*)
- Must be a Canadian citizen, permanent resident or person whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, have a valid Social Insurance Number at the start of employment, and be eligible to work in B.C.

### Knowledge, Skills and Abilities

Suitable Candidates...

- Must have a 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 a professional demeanor and a positive attitude
- Must be extremely well organized, 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 40 pounds
- Must be willing to work evenings, weekends and extended hours, where necessary, to accommodate activities and events of the Federation
- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for program delivery (e.g. camping, hiking, etc.)
- Must complete a Criminal Record check for working with youth and vulnerable adults

### Education

- High school graduate and/or enrollment in or completion of post-secondary program in Arts, Sciences, Education, Business, Communications, Technology
- Relevant and equivalent work experience will be considered in lieu of post-secondary enrollment

### Work Experience

- 1+ years experience working with children and youth is considered an asset

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### Experience

- Proficiency with Microsoft Office programs (e.g. Word, PowerPoint, Excel, OneDrive, etc.).
- Proficiency with remote work programs (e.g. Microsoft Teams, Microsoft SharePoint, Zoom, etc.)

### How to Apply

#### **Deadline for applications: May 15, 2022 11:59 PM (Pacific Time)**

To apply, please send a **single** PDF file combined cover letter and resume to [youth@bcwf.bc.ca](mailto:youth@bcwf.bc.ca).

For more information, you may contact:

Elyssa Weickert (She/Her)  
**Youth Program Coordinator**  
**B.C. Wildlife Federation**  
E: [youth@bcwf.bc.ca](mailto:youth@bcwf.bc.ca)  
T: 604-882-9988 ext. 230

We kindly ask that applications be sent by email only (no fax or mail applications please). 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 B.C. Wildlife Federation. For other career opportunities, please visit our website - [www.bcdf.bc.ca](http://www.bcdf.bc.ca)