



### **Summer Camp Lead**

Are you looking for an opportunity spend your summer in the beautiful Glenbow Ranch Provincial Park while being an integral part of the education programming that supports Glenbow Ranch Park Foundation's mission.

The Summer Camp Lead is an integral role in the GRPF summer camps. This role provides leadership to the summer camp facilitators and creates inclusive environments for all campers.

**Contract Term:** May 1st- September 1st, 2023

**Positions available:** 1

### **Duties & Responsibilities**

- Provide supervision, instruction, and ongoing assistance to summer camp staff, campers, and volunteers during programs.
- Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise campers and implement assigned programs.
- Responsible for assessing and making recommendations to the Education & Events Coordinator as to program equipment and supply needs; monitors safety of all aspects of program and campers.
- Assist in the care, cleanliness, and security of the facility used by campers during the program.
- Communicate all pertinent issues affecting programs to Education & Events Coordinator (i.e. staff/client/ parent/transportation issues/concerns, etc.), in a timely manner.
- Participate in all required training and certifications in compliance with our standards.
- Communicate clearly, honestly, and respectfully with staff, campers, parents, and volunteers.
- Establish good rapport with families of the program campers as well as keeping them informed about concerns affecting the campers.
- Create a nurturing, positive, and professional environment while promoting program policies and procedures amongst staff, volunteers, campers & families.
- Responsible for ensuring all camper information is collected and kept confidentially within the CRM system.
- Provide Camp staff with proper reporting each week. (I.E attendance sheets, important medical information)

### **What you bring**

- At least 2 years background in natural history, environmental studies, tourism, recreation/leisure and /or education acquired via university, college or equivalent work experience.
- High Five Training is an asset.
- Experience working with children/youth 5-14 years old; experience in a camp setting is preferred.



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- Standard First Aid with CPR C certification.
- The ability to present information about nature and nature conservation in an entertaining and educational manner.
- A background in any of the following is an additional asset: leading tours, storytelling, leading sing-a-longs, leading games and activities, and/or presenting environmental outdoor education programs.
- Demonstrated excellence in classroom management and student engagement.
- Familiarity with the Alberta Curriculum of Studies is an asset.
- Knowledge of the Glenbow history of Alberta is an asset.
- Demonstrable engaging oral and written communication skills.
- Demonstrable commitment to providing exceptional customer service.
- Basic competency in Microsoft Office Suite & CRM software

**Other Requirements:**

- Successful candidates must provide a Criminal Record Check with Vulnerable Persons search prior to their first day of work.
- Candidates must be legally eligible to work in Canada.

Are you ready to join Glenbow Ranch Park Foundation? If this position suits your skills, experience and personal attributes, we want to talk to you! Email your resume & cover letter to [experienceglenbow@grpf.ca](mailto:experienceglenbow@grpf.ca)