



**THE CALGARY BRIDGE  
FOUNDATION FOR  
YOUTH**

## **Employment Opportunity**

### **Summer Program – CAMP LEADER Temporary Part Time Position (Multiple Positions Available) Closing Date: April 14, 2021**

#### **About the position:**

Camp Leader will be responsible for the planning and implementing of activities and events at the Bridge Summer program for children and youth ages 10 -16 years old. Program will be extending its service delivery to re-develop a unique and engaging summer program. Program delivery will be virtual and/or outdoor. As a way to keep youth excited for the summer months, the curriculum will focus on accentuating the Circle of Courage Model which will inform the design of all activities.

#### **Scope of Duties and Responsibilities:**

##### **Supervision**

- Ensure the safety and well-being of assigned classroom group at all times
- Ensure the physical and mental well-being of all program participants
- Assist in maintaining accurate program records including incident reports and attendance
- Ensure all program participants are treated with respect and integrity
- Supervise program participants by providing leadership and life skills training
- Strictly adhere all interactions and activities to 6 feet physical distancing.

##### **Planning and organization**

- Create and deliver culturally sensitive lesson plans based on the Afterschool Program Logic Model
- Coordinate and facilitate engaging activities independently outdoors for children or youth
- In conjunction with the ASP program staff, facilitate activities via online platforms such as google classroom, Zoom Instagram, and YouTube.

##### **Communication**

- Communicate with the Coordinators all manners including but not limited to high priority items like abuse
- Create and maintain positive relationships with parents, school contacts and community partners
- When required, contact parents and guardians to confirm appearance at program

##### **Administration and data collection**

- Complete leader observation forms in accordance to the Afterschool Program Data collection plan
- Track daily client attendance

#### **Qualifications and Requirements**

Due to funding through Canada Summer Jobs the following are requirements for the position:

- Must provide proof of Canadian Citizenship, Permanent Residency or Official Refugee Protection Status
- Must be between 18-30 years of age

In addition:

- Must be able to work Monday to Thursday for all 7 weeks June 29- Aug 13th
- Current Standard First-Aid certificate, or willingness to obtain one prior to commencement of employment
- Police Check Clearance or willingness to obtain one prior to commencement of employment
- Child Intervention Check Clearance or willingness to obtain one prior to commencement of employment
- Reliable mode of transportation
- Access to own laptop including a secure Wi-Fi connection and webcam.



- Proficiency in Microsoft programs, Google Suite, Instagram, MailChimp, Youtube, Vimeo
- Experience in video editing experience and graphic design considered an asset
- Preference given to applicants who have completed or are pursuing a degree/diploma in education, social work, human services or a related discipline will be considered
- Experience working with refugee and newcomer populations preferred
- Fluency in another language other than English is considered an asset

#### **Lines of Communication/Accountability**

- + Report directly to the Senior Program Coordinator
- + Designated program location Coordinators

**Work Hours/Week:** 32 hours/week from June 29- August 13, 2021

Please **submit** your resume and cover letter by **April 14, 2021**. We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)