

Job Title/Role: Camp Counsellor

Job Description

The Day Camp Counsellor is responsible for and involved in a diverse range of activities to facilitate a successful summer day camp at the QBBE. This job requires physical and active engagement including running, walking, lifting and standing. A knowledge of First Aid and CPR is an asset to any candidate.

Duties & Responsibilities:

- Ensure the safety of children assigned to you at all times during the day camp from start to the close of camp
- Implement camp rules and discipline guidelines
- If necessary, comply with COVID-19 regulations
- Coordinate activities as planned in Camp schedule/calendar
- Supervise and participate in group activities
- Encourage children's participation
- Administer First Aid when required
- Disseminate information daily to campers and their parents
- Assist with the daily operations of camp activities
- Attend camp staff meetings
- Contribute ideas to make the summer camp a success
- Prepare weekly reports

Qualifications:

- Pursuing high school or post-secondary education
- Experience in interaction with children within a regulated environment
- Great attention to detail
- Covid Vaccine passport
- Energy and Enthusiasm
- Knowledge of regulations governing summer camps would be an additional asset

Eligibility:

- Working knowledge of English/French Language
- Must be between age 15-30
- Must be a Canadian citizen, Permanent Residence or Protected Refugee

Job Title/Role: Administrative Assistant

Job Description

The Administrative Assistant is required to fulfill the administrative duties required at the QBBE summer camp. The Administrative Assistant will report directly to the Head Camp Coordinator, be responsible for monitoring attendance, following up incidents, disseminating daily information to camp staff and supporting the effective operations of camp programs.

Duties & Responsibilities:

- Assist Camp Coordinator in development of processes and programs
- Provide support to all staff in relation to the QBBE summer camp
- Assist in managing the camp's general administrative activities
- Monitor arrival and departure of campers
- Sign visitors, partners and collaborators in and out of camp
- Organizes out of camp activities e.g transportation for trips
- Administer First Aid when required
- Disseminate information daily to camp staff
- Support the daily operations of camp activities
- Coordinate and attend camp staff meetings
- Create and maintain files and record related to camp activities
- Order/invoice weekly camp supplies
- Provide compassionate leadership to campers
- If necessary, comply with COVID-19 regulations

Qualifications:

- Pursuing high school or post-secondary education
- Knowledge of office management procedures and use of technology
- Excellent communication and time management skills
- Organizational and problem solving skills
- Flexibility and Creativity

Eligibility:

- Knowledge of English/French Language
- Must be between age 15-30
- Must be a Canadian citizen, Permanent Residence or Protected Refugee

Job Title/Role: Education Programs Assistant

Job Description

The Education Program Assistant is responsible for facilitating administrative support to online academic activities at the QBBE. The Education Program Assistant will work directly with the Program Coordinator and Teachers, providing administrative support to parents, students and teachers.

Duties & Responsibilities:

- Maintain registration procedures
- Communicate schedules, materials and any changes to parents, teachers and students.
- Respond to all inquiries and seek clarity from Program Coordinator when required
- Coordinate a safe and warm learning atmosphere
- Monitor and document attendance and absences
- Organize and document all assessment of online learning
- Analyze situations and takes initiatives as required
- Implement the program goals for online learning
- Support the daily operations of online activities
- Coordinate and attend staff meetings
- Data entry and reporting

Qualifications:

- Pursuing high school or post-secondary education
- Excellent communication and time management skills
- Self Leadership
- Information Technology skills
- Community engagement

Eligibility:

- Knowledge of English/French Language
- Must be between age 15-30
- Proficiency in Ms Office and use of Technology equipment
- Must be a Canadian citizen, Permanent Residence or Protected Refugee