



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title:	Camp Counsellor
Department:	Health Department
Reports To:	Summer Camp Leader
Closing Date:	April 26, 2018 @ 4:30 pm

SCOPE OF POSITION

We are looking for Camp Counsellors for our Children's Summer Camp at Camp Friendship. This position is for 30 hours per week from June 20 to August 30. The Camp Counsellors will develop and supervise children's programming, be role models, maintain professionalism and promote positive community relations.

QUALIFICATIONS

- Experience working with children ages 6-13
- Knowledge of, and experience in, Aboriginal Community
- Willing to complete certification of First Aid and Food Safe
- A class 5 driver's license is an asset

DUTIES

The range of duties is varied, but at a minimum will include:

- Program supervision, supporting children who attend and providing first aid
- Driving, shopping, cooking and cleaning as needed
- Attend all appropriate PGNFC activities as directed

The Camp Counsellor will:

- Support the day to day operations of the Camp Friendship Summer Camps;
- Implement and supervise program delivery
- Create and maintain good public relations.

SPECIFIC DUTIES (Include the following, however, other duties may be assigned as required)

- Manage a group of children:
- Coordination & delivery of safe, quality, recreational and cultural activities for children aged 6-13
- Provide first aid, conflict resolution, risk management and crisis management as needed; contact on-call supervisor as needed, report critical incidents, and document first aid administered
- Supervision onsite at Camp Friendship is 24 hours, and includes sleeping in cabins in order to supervise children
- Operate PGNFC fleet vehicles

Admin Duties:

- Follow accounting procedures and meet deadlines
 - Responsibility to budget – primarily food and materials costs
 - and other duties as required
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To apply, send a cover letter, resume and three references to:

**Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Fax#: 250- 563-0924
E-mail: employment@pgnfc.com**

Applications will be accepted until 4:30 pm On April 26, 2018

No telephone inquiries please.

We thank all applicants; however only those selected for interviews will be contacted.