



Prince George Native Friendship Centre

Our people make a difference in the community!

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

SCOPE OF POSITION

We are looking for a Camp Counsellor/Lifeguard 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 Counsellor/Lifeguard will maintain water safety, develop and supervise children's programming, be a role model, maintain professionalism and promote positive community relations.

QUALIFICATIONS

- Must be enrolled in school
- 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
- Lifeguard certification is required

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
- Orienting children and staff to water hazards, rules and maintaining water safety
- 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
- Supervise water safety at all times children are in the water, with staff support and a manageable schedule; instruct children and camp staff about water safety rules
- 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

Admin Duties:

- Follow accounting procedures and meet deadlines
 - Responsibility to budget – primarily food and materials costs
 - 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.