



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title: Camp Counsellor/Casual
Department: Health
Reports To: Camp Coordinator
Closing Date: May 22, 2018

SCOPE OF POSITION

We are looking for Casual Camp Counsellors for our Children's Summer Camp at Camp Friendship. This is a casual position from June 18 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 (Include the following, however, other duties may be assigned as required)

Manage a group of children:

- Implement and supervise program delivery
- Coordination and 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:

- Support the day to day operations of the Camp Friendship Summer Camps;
- Follow accounting procedures and meet deadlines
- Responsibility to budget – primarily food and materials costs
- Driving, shopping, cooking and cleaning as needed
- Create and maintain good public relations.

Other Duties:

- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings & activities, including staff meetings;
- Other duties, as required.

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#: 563-0924
E-mail: employment@pgnfc.com**

Applications will be accepted until 4:30 on May 22, 2018

No telephone inquiries please.

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