



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
Administration Office Phone: (250) 949-8625
Administration Fax: (250) 949-7105

SUMMER PROGRAM COORDINATOR

The Summer Program Coordinator is responsible for, but not limited to, the overall direction, organization, and supervision of a summer camp and work experience program. Designs a specialty summer program and directs staff and children in one or more program areas. This position supervises Summer Work Experience Students to ensure staff are engaging students in active work activities, while also supporting campers with engaging daily activities. The Summer Program Coordinator will provide a friendly, safe, and welcoming environment for campers, parents, and volunteers.

Reports to: Education Coordinator

Duties and Responsibilities:

- Supervises activities for all designated campers and Summer Work Experience Students
- Attends weekly meetings to receive camp-wide updates.
- Provides weekly, mid-summer, and end of program update and feedback.
- Travels with the camp to oversee and support to off-site activities.
- Manages, uses, and distributes program supplies.
- Provides guidance to volunteers.
- Assists with management of camp administrative documents.
- Provides a safe, fun, and structured program.
- Develops detailed plans for the summer program.

Work Environment and Compensation:

- Working hours up to 35 hrs with flexible schedule
- Hourly wages \$25
- Boarding and food allowance will be provided.
- **Starting April 15, 2024 – September 15, 2024**

Qualifications:

- Excellent communication, programming, and leadership skills.
- Ability to perform physical tasks inherent in job responsibilities.
- Willingness to be flexible and help where needed in the Wuikinuxv programs and facilities.
- Minimum age 19 with a valid driver's license and ability to pass a criminal record check.
- Ability to serve children, youth, and adults as the number one focus throughout the summer.
- Ability to design and implement creative summer program.
- CPR and First Aid training (AED training is an asset)

- Food Safe Certification
- A satisfactory completion of a Criminal Record check (vulnerable sector check) will be required for any person offered employment. A criminal record will not automatically result in your application for employment being denied.

Application Process

To apply for this position please email a copy of your resume prior to March 20, 2024, to Crystal Matilpi at education@wuikinuxv.net. When submitting your application, please put: **Summer Coordinator Application, <your name>** in the subject line.