

Job Title	Camp Prep and Instructor (Mini U)	Rate of Pay	In accordance with CA
Classification	Student Assistant II	Approved	Revised January 2023

Job Summary

To prepare lesson plans and classroom setup as well as teach and supervise Mini University participants.

Primary Duties

1. Assist with preparations for supper camp, including preparing lesson plans and classroom set up (April-June)
2. Teach and supervise campers during outreach, field trips, and evening programming (April-June) as well as summer programming (July-August)
3. Fill in for other instructors when absent
4. Some light cleaning and physical duties (moving supplies, equipment, etc)
5. Assist admin staff with camp registrations, attendance, supplies, promotion, administration and other paperwork
6. In the absence of the Photographer/Promotions Assistant, may take photos as authorized and requested by Program Coordinator or Mini University Camp Leader
7. Other relevant duties as assigned

Qualifications

Skillset:

1. Limited advanced skills and judgement
2. Ability to work independently and/or with others effectively
3. Ability to work courteously with the public
4. Ability to communicate clearly and effectively
5. Detail-oriented, punctual and reliable
6. Knowledge of Microsoft Office is an asset

Education:

1. Preference given to post-secondary students: either current Brandon University student at second-year undergraduate level/standing or student with comparable standing from another post-secondary institution.
2. Specific courses related to the given department/faculty in which the job is needed
3. Strong academic standing

Experience:

1. Some advanced training and/or specialized experience is an asset
2. Experience in subject areas offered by Mini U is a strong asset

Working Conditions

1. Work with minimal supervision
2. Working hours may include day, evening or weekend shifts, as needed
3. Work indoors and outdoors
4. Must submit Criminal Record Check, Child Abuse Registry Check, and CPR/First Aid

Alternate Job Titles may include:

1. Camp back-up Instructor