

Job Title	Mini University Camp Head Instructor	Rate of Pay	In accordance with CA
Classification	Student Assistant III	Approved	Revised January 2023

Job Summary

To prepare courses, guide instructors, and instruct courses in the Mini University program under the direction of the Mini University Camp Leader or Mini University Camp Director.

Primary Duties

1. Prepare and deliver lesson plans for a variety of courses within a specific field
2. Responsible for overseeing camp instructors, preparing supply lists, and set up of classroom
3. Supervise students of different age groups during classes as well as to/from lunch
4. Help cover other classes if instructor is absent
5. Light cleaning in the workspace or classrooms
6. Assist other staff during busy times
7. In the absence of the Photographer/Promotions Assistant, may take photos as authorized and requested by Program Coordinator or Mini University Camp Leader
8. Other relevant duties as assigned

Qualifications
Skillset:

1. Moderate advanced skills and judgment
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. Strong attention to detail, excellent problem-solving skills and self-motivated
6. Interest or knowledge of a variety of subject areas (as listed in the vacancy posting)
7. Familiar with Microsoft Office

Education:

1. Preference given to post-secondary students: either current Brandon University student; nearing completion of or completion of an undergraduate degree or student with comparable standing at 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. Advanced training and/or specialized experience is required
2. Previous experience working with children and youth is required
3. Previous instruction experience is an 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. **Lead Instructor**