

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

Job Summary

To instruct courses in the Mini University program to children of different age groups.

Primary Duties

1. Assist with preparation and delivery of lesson plans for a variety of courses
2. Supervise students of different age groups during classes as well as to/from lunch
3. Help cover other classes if instructor is absent
4. Light cleaning in the workspace or classrooms
5. Assist other staff during busy times
6. In the absence of the Photographer/Promotions Assistant, may take photos as authorized and requested by the Program Coordinator or Mini University Camp Leader
7. Other relevant duties as assigned

Qualifications
Skillset:

1. Limited 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. Detail-oriented, punctual and reliable
6. Previous experience working with kids
7. Interest or knowledge of a variety of subject areas (as listed in the vacancy posting)
8. Familiar with Microsoft Office

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. Previous instruction experience is an asset
3. Previous experience working with children and youth 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. Instructor (Mini U)
2. Camp Instructor