

Summer French Camp Supervisor

Monday to Friday

8:00am-5:00 pm averaging 40 hours per week

Rate: \$13.25 per hour

The Corner Brook Chapter of Canadian Parents for French is part of a National network of volunteers that seeks to promote French second-language learning. CPF Corner Brook, offers high quality summer activity camp programs for youth in grades K-6 who are interested in learning French as a second language.

Responsibilities:

Administration: The Camp Supervisor will provide administrative support including registration, promotion, documentation and daily activity planning

- Supervise all camp counselors
- Ensure that all registration, camp participant information, medical and emergency contact forms are complete
- Communicate with camp counsellor about plans and requirements for each camp
- Complete weekly camp preparations including room set-up, attendance list, nametags, and scheduling
- Complete a final report describing the work plan, compiling registration numbers, summarizing evaluations, and offering recommendations to improve the program.

Camp Coordination: The supervisor will:

- Plan, develop and implement daily activities for each camp themes
- Ensure the safety and organization of all campers
- Supervise and manage up to 20 children and 2 camp leaders per day
- Deliver morning announcements regarding camp safety, policies and scheduling to all campers daily
- Ensure the camp runs on schedule by monitoring class changes, snack break and lunch break
- Ensure behavioral policies are followed by campers

REQUIREMENTS:

- Must be fluent in French language, as all activities will be conducted in French
- Must be a current post-secondary student and planning to return in Fall 2017.

- Must be eligible to work in Canada
- Previous experience coordinating children or youth program
- Ability to relate to children
- Effective written and oral French communication skills
- Well-organized with attention to detail
- Capacity to manage multiple tasks
- Competency in public speaking
- Ability to work independently and to exercise initiative
- Must have a criminal record check completed upon hiring
- Must have First Aid Training

ASSETS:

- Previous experience coordinating and supervising
- Experience working with children with special needs

**Please forward resume and cover letter to cpfcornerbrook@gmail.com
by Friday, May 19, 2017**

****Employment is contingent on Federal and/or Provincial funding****

Summer French Camp Counsellor

Monday to Friday

8:00am-5:00pm averaging 40 hours per week

Rate: \$10.75 per hour

The Corner Brook Chapter of Canadian Parents for French is part of a National network of volunteers that seeks to promote French second-language learning. CPF Corner Brook, offers high quality summer activity camp programs for youth in grades K-6 who are interested in learning French as a second language.

RESPONSIBILITIES

Administration:

- Communicate with camp supervisor about daily activities and requirements for each camp
- Assist with weekly camp preparations including room set-up, attendance list, nametags etc.

Camp Coordination:

- Assist with the planning, and implement daily activities for each camp themes
- Ensure the safety and organization of all campers
- Supervise up to 20 children per day
- Deliver morning announcements regarding camp safety, policies and scheduling to all campers daily
- Ensure the camp runs on schedule by monitoring activity changes, snack break and lunch break
- Ensure behavioral policies are followed by campers

REQUIREMENTS:

- Must be fluent in French language, as all activities will be conducted in French
- Must be a current grade 12 high school student or current post-secondary student planning to pursue post-secondary studies in Fall 2017.
- Must be eligible to work in Canada
- Previous experience coordinating children or youth program
- Ability to relate to children
- Well-organized with attention to detail
- Capacity to manage multiple tasks
- Competency in public speaking
- Ability to work independently and to exercise initiative
- Must have a criminal record check completed upon hiring

ASSETS

- First Aid Training

Please forward resume and cover letter to cpfcornerbrook@gmail.com
by Friday, May 12, 2017.

Employment is contingent on Federal and/or Provincial funding