# job posting





# The Centre for Sustainable Food Systems at UBC Farm Position Title: Spring Break Camp Leader

#### 1. **POSITION IDENTIFICATION**

Position Classification:Miscellaneous Farm WorkerPosition Title:Spring Break Camp LeaderFaculty:Land and Food Systems

**Department:** The Centre for Sustainable Food Systems at UBC Farm

**Position Number:** 30757

#### 2. **POSITION FUNCTION**

The Centre for Sustainable Food Systems (CSFS) at UBC Farm is a 24-hectare teaching, research and community farm located on the University of British Columbia's Vancouver campus. Embodying UBC's aspiration to be a "living laboratory", the CSFS/UBC Farm provides experiential learning opportunities for students, community members and the general public and strives to explore and exemplify how land, food and community are brought together to create healthy and sustainable food systems. More information about the CSFS/UBC Farm can be found at <a href="https://www.ubcfarm.ubc.ca">www.ubcfarm.ubc.ca</a>.

The Spring Break Camp Leader works in collaboration with the CSFS/UBC Farm Children's Education Garden Assistant to provide supervision and instruction to children, ages 6 to 10 (in Grades 1 to 4), who are participating in the FarmWonders Spring Break Camp program. For more information about the CSFS/UBC Farm Children's Programs (including the FarmWonders Spring Break Camp program) please visit <a href="http://farmwonders.ca/">http://farmwonders.ca/</a>.

#### 3. **WORKING RELATIONSHIPS**

Reports to the Children's Education Garden Assistant. Provides supervision and instruction to 15 children, and works closely, in a collaborative environment, with other CSFS/UBC Farm staff.

## 4. **WORK PERFORMED**

- Assists with planning and leading the FarmWonders Spring Break Camp program.
- Helps to educate and instruct children participating in the program.
- Helps to maintain the UBC Farm Children's Education Garden beds.
- Assists children with planting and harvesting from the garden beds.
- Develops and leads science-based experiments, field games, activities and forest walks.
- Supervises children who are cooking and baking in the UBC Farm kitchen.

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#### 5. **EXERCISING JUDGEMENT/IMPACT OF DECISIONS**

The Spring Break Camp Leader is a representative of the CSFS/UBC Farm and the Faculty of Land and Food Systems. This individual's approach and delivery of information in dealing with the general public and a variety of site users present at the CSFS/UBC Farm reflect on these units. Therefore, ensuring a high regard for professionalism, safety, and adherence to UBC policies is of considerable importance.

The highest priority for the CSFS/UBC Farm is ensuring the health and safety of the children participating in the FarmWonders Spring Break Camp program. In addition, providing high-quality experiential learning opportunities is part of the core mission of the CSFS/UBC Farm. Therefore, the Spring Break Camp Leader must take these factors into consideration in their day-to-day decisions, duties and responsibilities.

#### 6. **SUPERVISION RECEIVED**

Reports to and works under the general direction of the CSFS/UBC Farm Children's Education Garden Assistant. Must show a significant degree of autonomy and be able to make day-to-day decisions independently, but will review major decisions with and defer high-impact decisions to the Children's Education Garden Assistant. Evaluation of the performance of major job responsibilities will include reviews of quality and effectiveness in achieving program objectives and financial viability, as well as adherence to the CSFS/UBC Farm's mission and vision.

#### 7. **SUPERVISION GIVEN**

Provides general supervision and instruction to 15 children, ages 6 to 10 (Grades 1 to 4), who are participating in the FarmWonders Spring Break Camp program. This individual is responsible for implementing the camp curriculum into the day-to-day programming and activities and fostering a safe environment for all camp participants.

#### 8. WORKING CONDITIONS

Work takes place outdoors in the Children's Education Garden and indoors in the UBC Farm kitchen, Children's Greenhouse and other spaces at the UBC Farm. Shared indoor office space is provided at the UBC Farm, though the Spring Break Camp Leader will be required to communicate with other CSFS/UBC Farm staff to avoid space conflicts. When special events or circumstances require, work will be performed after normal business hours.

#### 9. MINIMUM QUALIFICATIONS AND SKILLS

- Standard first aid certification (or equivalent) required.
- Candidate must have a minimum of a Grade 10-level education, or be at least 15 years of age.
- Experience working with children, ideally in a leadership and/or educator capacity.
- Excellent customer service and communication skills (both written and verbal).
- Self-motivated, highly adaptable, able to identify and prioritize tasks with minimal supervision.
- Strong organizational skills.
- Trustworthy able to pass a Criminal Record check.

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- Demonstrated ability to work quickly, efficiently and calmly in a busy environment, in any weather and bring tasks to completion on time.
- Excellent interpersonal skills; able to work both independently and within a dynamic team environment; able to resolve interpersonal conflicts professionally.
- Ability to communicate with the general public with diplomacy and tact as a representative of CSFS/UBC Farm.
- Good group leadership skills.
- Interest in teaching, particularly in outdoor education.
- Must be in good physical shape. Access to a cell phone and a personal computer are assets.
- Experience with organic farming or gardening is preferred, but not required.
- Knowledge of local and organic agricultural production practices and trends is an asset.
- Familiarity with and commitment to the vision and mission of the CSFS/UBC Farm is an asset.

#### 10. **POSITION DETAILS**

Start and End Dates: March 13th, 2017 to March 24th, 2017 (with the possibility of part-time hours in

early and late March).

**Hours Worked:** Full time (~40 hours/week, Mondays to Fridays) from March 13<sup>th</sup>, 2017 to March

24<sup>th</sup>, 2017, with the possibility of part-time hours in early March to assist with preparations for the Spring Break Camp program, and in late March to assist with program wrap-up. Applicants must be prepared to work occasional long days with

early starts.

**Wage:** \$14.07 - \$15.03 per hour (commensurate with experience)

### 11. **HOW TO APPLY**

- Email, as a <u>single PDF document</u>, a cover letter and a resume clearly detailing your experience and qualifications for this position to Natalie Yuen at <u>natalie.yuen@ubc.ca</u>
- Ensure your email subject line clearly refers to the **Spring Break Camp Leader** position.
- Ensure your name and the position title are included in the PDF file name.
- Applications must be received no later than <u>11:59 PM on Sunday, February 19<sup>th</sup>, 2017.</u>
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.

UBC hires on the basis of merit and is committed to employment equity. All qualified individuals are encouraged to apply. The Centre for Sustainable Food Systems at UBC Farm will give priority to individuals who have demonstrated commitment through volunteer service or other engagement.

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