



Victoria Native Friendship Centre  
Internal/External Employment Opportunity - **Youth Team**  
**Summer Camp Coordinator**  
**2 FTE Student Positions**



Working as part of the Youth Team and under the supervision of the Director of Youth Programs, the Summer Camp Coordinators will work as part of a team to deliver the structured daily activity of the youth summer camps for Indigenous youth aged 6 - 11 and 12 - 18 years.

**DUTIES, KNOWLEDGE and ABILITIES:** (including but not limited to, others may be assigned)

- As part of a team, oversee all logistics associated to the summer camps, including booking the appropriate space, facilitator, equipment, transportation, etc., and organizing registrations and waivers when necessary.
- Daily delivery of the planned activities of the summer camps, as part of the Youth Team.
- Budget responsibilities around planning activities of the camps, vendor payments and expense claims, with a focus on maximizing the internal resources of the Friendship Centre by building partnerships with other departments, staff and community volunteers, as well as seeking donations and discounts from community businesses and venues.
- Facilitated group discussions with the youth and Youth Team to ensure selected activities reflect the wishes of the group balanced with the learning objectives of our overarching programs.
- Traditional Knowledge Keepers will play a large role in the camps and the student will need to learn if necessary and follow all relevant protocols when engaging with and requesting participation from a Knowledge Keeper.
- Some activities will take place on traditional territories where the youth will be immersed in land-based learning and cultural practices. Must be willing to travel overnight as required.
- This position is also a Mentor role to the youth attending the summer camps, and so the Summer Camp Coordinator will be encouraged to engage with the youth and actively participate in the activities alongside the youth as much as possible.
- Must be able to work independently, as part of a Team and be reliable and self-motivated.
- Must relate well co-workers, other professionals.
- Must be able and willing to work in partnership with other programs and resources.
- Must maintain professional standards and maintain confidentiality to families.

**ELIGIBILITY and ASSETS:**

- Candidates must be full-time students aged 15 - 30 years, who intend to continue their studies in the fall semester.
- Candidates must be able to provide a clear Vulnerable Sector Criminal Records Check, within the last 6 months.
- Valid BC Class 5 driver's license and clean driving record an asset.
- First Aid and Food Safe an asset.

**SALARY:** \$12.65/hour  
**HOURS:** 35 hours a week  
**TERM:** 14 - week term contract  
**COMMENCES:** Monday, June 4, 2018

**Please submit your resume and cover letter attention to  
Ron Rice, Executive Director**  
(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

**No phone calls please, only those selected for interviews will be contacted.**  
**An eligibility list will be established.**

**Closing Date: May 21, 2018 at 4:30 pm**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.  
Please self-identify.

Victoria Native Friendship Centre  
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