



Spring (School Field Trip) Coordinator

Department: Brock Recreation & Youth University

Pay Rate: \$18.20/hour

Contract Dates:

- Pre-camp training February to April
- April 28 to June 25, 2025

Hours:

- 5-10 hours/week February to April
- 40-44 hours/week April 28 to June 25, 2025

Job Description

Brock's Youth University offers on-campus overnight and day-long class trips where elementary and high school students can get a glimpse into post-secondary life while they participate in experiential learning programs in science, technology, outdoor education, sports and soft-skill development. You are encouraged to learn more about what we do at brocku.ca/youth-university.

Job Duties and Responsibilities

Camp coordinators are responsible for supporting the facilitation of a high quality, engaging, and educational program in science, technology, outdoor education, sports and soft skills in overnight and day-long class trips to Brock University. While they share the same overall responsibilities as the spring youth instructors, they are held to a higher standard and are typically performing tasks which make the overall program possible.

- Determine the campus space and material requirements for the program and coordinate the use of rooms, computer labs, and field spaces.
- Role model for instructing staff the best example of desired behaviour, such as making the most of down-time with participants, finding the answers to questions, tracking all incidents, leading activities in an intriguing way, or facilitating quality program modules
- Provide frequent, actionable, specific, and timely feedback to team members in a positive and growth-oriented way
- Represent Brock University as an ambassador to the program and provide excellent customer service to program guests through careful planning of programs and problem-solving issues as they arise
- Provide some training to instructing staff on content delivery, expertise related to working with youth, departmental protocols and Brock policies
- Work toward a high-quality program by making recommendations, highlighting recurring problems, identifying and addressing weaknesses, and generally observing areas for improvement
- Support staff members in their work with all youth, helping them to make accommodations as needed
- Ensure staff members are prepared to facilitate the program: they know where they are going, what they are doing, and they have the resources and supplies to do it

Examples of common tasks (provided for illustrative purposes only; please note there are many more):

- Greet school busses as they arrive onto campus and assist them in moving into residence with their students. Troubleshoot room changes and ensure the program starts on time.
- Meet with a group of teachers to explain the trip and our requirements for them.
- Meet with staff members 30 minutes before the program starts to distribute information, troubleshoot issues, and clarify questions.
- Observe staff members facilitating program and provide positive and constructive feedback.

- Meet with teachers during their meal times, and at other times, to monitor the quality of the program.
- Oversee the evening social time ensuring instructors are running an adequate program
- Visit a science lab prior to a group of students arriving to setup equipment and ensure required materials are well stocked

Qualifications

- availability to work approximately 40-44 hours per week, Monday - Friday as early as 8am and as late as 10pm. Please note that available work fluctuates with program registration. Weekly schedules are typically not compatible with spring course requirements.
- completed at least two years of post-secondary study
- experience and/or desire to work with children and youth in an academic camp setting
- excellent people skills and a friendly, responsible, service-oriented attitude
- effective communication and teamwork abilities
- interest in and willingness to learn new technical skills, develop personal soft skills, and concepts in science, technology, outdoor education and sports
- comfortable with delegating and supervising peers who are a similar age
- ability to problem solve effectively and adapt to the changes typical of a camp day
- obtained First Aid/CPR Level C and a vulnerable sector police clearance prior to their first day of work
- successfully completed all Brock University and Youth University training prior to work (e.g. AODA, WHMIS, content specific, challenge course, risk management)

Expectations of a Student Staff

We are looking for confident, enthusiastic, and professional ambassadors to Brock University and post-secondary life. We do not require candidates to be experts in all topics, but rather we look for candidates with a contagious passion for learning and having fun with kids. We can train you in the specifics if you have the desire to learn! You will also be required to read, research, watch videos, and/or practice, to learn content independently.

- candidates should be prepared for lots of walking, moderate lifting (e.g. moving chairs, carrying supplies) and working long days in a camp setting
- Ensure camps run in efficiently and supporting instructor in delivering meaningful programming
- All Brock employees are required to complete online mandatory training to comply with related safety legislation
- All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

Our Commitment

Brock University is committed to creating a respectful and equitable workplace. We strive to foster a culture of diversity and inclusion in our work and learning environments. We welcome applications from all qualified individuals and actively encourage applications from women, people with disabilities, members of the 2SLGBTQIA+ community, Indigenous Peoples, people who identify as Black, African and/or Caribbean, as racialized and/or as from ethnic and cultural minority groups, and other underrepresented demographic groups at Brock and in the Niagara region. Brock also recognizes intersectionality and the interconnected identities, histories, and experiences of these aforementioned groups.

We are committed to inclusive and barrier-free recruitment, and we accommodate the needs of applicants throughout all stages of the recruitment process, as outlined in our Employment Accommodation Policy and consistent with the requirements of the Ontario Human Rights Code. Please

contact Hannah Dabrowski (hdabrowski@brocku.ca) if you require a disability-related accommodation so we can ensure your participation needs are met.

Brock University does not use AI Technology at any stage of the recruitment process

FIPPA

All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

AODA

All Brock employees are required to comply with the Accessibility for Ontarians with Disabilities Act (AODA). To help meet our legal obligations, employees are required to complete mandatory online training.

Health and Safety

All Brock employees are required to complete online mandatory training to comply with related safety legislation.

Workplace Violence Training

All Brock employees are required to complete online mandatory training to comply with related legislation. Training to be completed on Brock's Sakai site.