

# Camp Potlatch

## 2018 Staff Application Guide

Spring, Summer, and Fall Employment Opportunities



Boys & Girls Clubs  
of South Coast BC

## Introduction

Thanks so much for your interest in joining the Camp Potlatch team! The countdown to the 2018 camping season is officially on and we can't wait for those long summer days filled with camp magic to return.

Camp Potlatch has a variety of opportunities available throughout our camping season, which begins in May and wraps up by the end of October. We hire a diverse staff team and look for candidates who are responsible, caring, creative, enthusiastic, fun, and above all else, strive to make a difference in the lives of our campers. We've built a reputation churning out kids who return from their camp experience more self confident, resilient, and responsible. It's the relationships our staff members build with each and every child that establishes the environment that brings out the best in kids.

Please take some time to read through this guide to learn more about Boys and Girls Clubs of South Coast BC, Camp Potlatch, the employment opportunities available in 2018, and our application process.

Don't hesitate to reach out to our Camp Coordinator, Katie Ellison, if you have any additional questions about our application and hiring process after navigating the information provided here. Connect with her at our Vancouver Office 604-324-2267 or by email: [summer@bgcbc.ca](mailto:summer@bgcbc.ca).

## Who Are We?

### Boys and Girls Clubs of South Coast BC

Boys and Girls Clubs of South Coast BC (BGC) was founded in 1936, and has been serving young people and their families in BC's Lower Mainland for over 80 years. Our mission is to provide a safe, supportive environment where children, youth, and families can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills in life. At our neighborhood-based Clubs, professional staff and trained volunteers offer a wide range of programs for children and youth during the critical out-of-school hours. We also offer a summer wilderness camp (Camp Potlatch), youth and family counselling, substance abuse services for youth, employment services, and parent support and early years programs. Across the Lower Mainland we currently serve 1,000 kids per day, and more than 12,500 children, youth, and families annually.

### Camp Potlatch

As part of BGC, Camp Potlatch is true to BGC's mission, and is also influenced by a more generic philosophy of overnight camping. We create a 24-hour group-living experience for young people in a wilderness environment that provides campers with opportunities that will develop their self-esteem, and enhance their appreciation and understanding of the natural environment. The overall camp program is designed to create opportunities that will enhance the social, recreational, educational, health, and character development of each camper.





## Core Values

- **Belonging:** We welcome everyone in a safe, accepting environment based on belonging and positive relationships.
- **Respect:** We ensure that everyone – children, youth, families, volunteers, staff – is heard, respected, valued, and treated fairly.
- **Encouragement and Support:** We encourage and support every child and youth to play, learn, and grow to achieve their dreams.
- **Working Together:** We work together with young people, families, volunteers, our communities, and government.
- **Speaking Out:** We speak out with children, youth, and families so that we can make our world better.

## Facts about BGC

- Annually, over 1,000 youth enjoy an incredible wilderness experience at Camp Potlatch. Another 2,000 youth and adults visit during Spring and Fall Outdoor Centre seasons.
- More than 1,000 kids participate in activities at our 12 Clubs around the Lower Mainland each day.
- Each year, 2,800 individuals receive assistance from Employment Services.
- Counselling & Support programs serve over 4,100 people throughout the year.
- More than 1,100 volunteers provide 29,000+ hours of support to programs.
- Clubs provide close to 600,000 hours of youth programming each year.
- In total, more than 12,500 children, youth, and families are served annually by BGC.

## Camp Potlatch

Located on 133 acres along the picturesque shores of Howe Sound, Camp Potlatch is a rustic wilderness site that provides a natural gateway into the rugged landscape of British Columbia's South Coast. Sandy beaches and unspoiled hiking territory create an idyllic environment to explore and play.

Less than an hour from Vancouver, the camp is truly isolated in pristine wilderness, and is only accessible by boat. Wildlife sightings include – but are not limited to – whales, seals, porpoises, bears, and bald eagles!





## Summer Camp

For over 70 years, Camp Potlatch has welcomed campers to experience the adventure of a lifetime in our summer camp programs. We offer a variety of programs for children and youth ages 7-16 with a focus on building self-confidence, resiliency, and responsibility in each of our campers. Activities for all campers include traditional camp programs (e.g., canoeing, kayaking, rock climbing, archery, etc.) as well as a 24-hour out-trip, either by land or by sea, where campers have the opportunity to sleep under the stars and help prepare their own meals. More advanced multi-day trips are available within our Leadership programs, where youth between the ages 13-16 have the opportunity to build wilderness out-tripping skills and develop further appreciation for the natural world during hiking trips to Garibaldi and canoe trips through the Powell River Circuit.

At Camp Potlatch, we believe that every kid is amazing and capable of incredible things. We recognize that it's the relationships fostered between our campers and staff team which empower children to be their best person.

Camp fees are negotiated based on a family's ability to pay.

## Outdoor Centre

During the months of May, June, September, and October, when Summer Camp is not in operation, Camp Potlatch transforms into the Outdoor Centre, where rental groups take part in a variety of professionally delivered camp programming. Camp Potlatch's Outdoor Centre offers experiential learning opportunities, outdoor education, corporate retreats, and special events. We take a personal approach with each of our guests by tailoring programming to meet each group's specific needs.

In the past, Camp Potlatch has hosted elementary, secondary, and university school groups from across the province, family camp weekends, various community groups, volunteer work parties, First Nation's health retreats, and more! The Outdoor Centre has quickly built a solid reputation within the community for the quality of programs delivered and fine attention to detail. 2017 saw another sold-out season, and groups are rapidly filling up available 2018 spots!

## Who Do We Hire?



### Awesome Staff

At Camp Potlatch, we look for individuals who have a variety of skills and talents to offer and better our camp community. Above all else, it's our staff team's desire to bring out the best in the kids we work with and belief that every kid is capable of the extraordinary that sets our campers up for success.

Staff members are **mature and responsible**. They role model BGC's values, and put the needs of their campers above all else. The care of Potlatch campers is the first and foremost priority of every staff member.

We also look for individuals who are **fun and creative**. Our staff members are willing to get down and play just as hard as our campers! During camp-wide activities and mass swims, our staff members are engaged with our kids, leading cheer-offs, dressed in full costume and body paint, and encouraging all campers to participate.

Potential candidates are **patient and kind**. We work with a diverse population of campers, many of whom need gentle encouragement and positive reinforcements to change negative behaviours.



Working in an overnight camp setting is demanding. Each child's emotional, physical, and social care is our 24/7 responsibility. Despite challenges, working at summer camp can also be incredibly rewarding. Camp staff leave camp more responsible, independent, and with increased confidence.

### Minimum Qualifications

- Standard First Aid with CPR "C"
- Bronze Cross Swimming Certification (all paid staff)
- Bronze Medallion Swimming Certification (all volunteers)
  - Previous camping experience
- Previous experience working with children

### Preferred Qualifications

- Wilderness First Aid or Occupational First Aid Level 3
- National Lifeguard Service (NLS)
- Provincial Canoeing/Kayaking Certifications
- Pleasure Craft Operator License
- Full Challenge Course Practitioner Certification (Level 2)
- Belay Training by an accredited organization
- Non-Violent Crisis Intervention Training
- BC Class 4 Driver's License
- Foodsafe



## The Camp Director & Coordinator



**Marc Couture has been the Director of Camp Potlatch for 9 years.  
Katie Ellison is in her 3<sup>rd</sup> year as the Camp Coordinator.**

Marc Couture – [camp@bgcbc.ca](mailto:camp@bgcbc.ca)  
Katie Ellison – [summer@bgcbc.ca](mailto:summer@bgcbc.ca)



## Camp Potlatch 2018 Available Staff Positions

### General Employment Information

	POSITION	NUMBER	CONTRACT LENGTH
<b>SENIOR STAFF TEAM</b>	Program Director	1	61 days
	Head Cabin Leader	1	
	Leadership Director	1	
	Out-Trip Director	1	
<b>AREA HEADS</b>	Adventure Area Head	1	55 days
	Arts Area Head	1	
	Boating Area Head	1	
	Camp Craft Area Head	1	
	Nature Area Head	1	
	Swimming Area Head	1	
<b>LEADERSHIP STAFF</b>	Female Leadership Staff	2	55 days
	Male Leadership Staff	2	
<b>CABIN LEADERS</b>	Female Cabin Leaders	12	50 days
	Male Cabin Leaders	12	
<b>RESOURCE STAFF</b>	Head Cook	1	6 months
	Kitchen Assistants	12	50 days
	Camp Nurse	1	50 days
<b>VOLUNTEERS</b>	Support Staff	10-15	18-50 days
<b>OFFICE POSITIONS</b>	Assistant Registrar	1	18 weeks
<b>OUTDOOR CENTRE STAFF</b>	Spring Staff Team	5-8	35 days
	Fall Staff Team	4-6	25 days



- All applicants must provide a criminal record check dated within 4 months prior to their start date.
- Originals of all certifications must be provided prior to start of contract.
- All Summer Camp positions include room and board while at camp, including transportation from Vancouver on the first and last days of each session.
- Outdoor Centre staff are responsible for transportation to and from Porteau Cove or Britannia Beach to meet the camp boat.
- Time off for most staff is scheduled every eleven days between sessions.
- Staff are required to leave site during time off.
- Staff Training is mandatory for **ALL** summer positions, with the exception of those writing Grade 12 Provincial Exams.
- Volunteers must commit to a minimum of two sessions.
- Job postings and/or requirements are subject to change without notice.
- Hiring is on an ongoing basis and extremely competitive. Please submit your cover letter, resume, qualifications, and two current references as soon as possible.



### Camp Staff Schedule – Summer 2018

Session	Start Date	End Date
Senior Staff Training	June 23	June 25
Area Head & Leadership Staff Training	June 25	June 28
All Staff Training	June 30	July 5
1 & 2	July 9	July 19
3 & 4	July 23	August 2
5 & 6	August 6	August 16
7 & 8	August 20	August 30
Post Camp	August 30	August 31





## Job Descriptions

### Senior Staff Positions

These positions carry a great deal of responsibility, and require individuals who are responsible, mature, trustworthy, and able to be positive role models for the entire staff team. Senior Staff are called upon to fulfill a wide range of responsibilities, which at times may seem out of their job descriptions. Ideal candidates for these positions will be well versed in all facets of camp, able, willing, and capable of identifying where help is needed. Senior Staff must have strong initiative and problem-solving skills.

#### Head Cabin Leader

##### Summary:

The Head Cabin Leader is responsible for the supervision of all cabin leaders, managing camper behaviour, and helping out with main camp programs. As a Senior Staff position, this role carries a great deal of responsibility. Head Cabin Leaders work closely with other Senior Staff and both the Camp Director and Summer Camp Coordinator on a daily basis.

##### Qualifications:

- Must be 19 years old by July 1, 2018
- A minimum 3 years of experience working with children at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Previous experience with wilderness out-tripping
- Previous experience facilitating a variety of camp programming for youth
- Clean Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts

##### Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- NLS & Pleasure Craft Operators License
- Clean Class 5 Driver's License or equivalent





## Program Director

### Summary:

The Program Director's main duty is to create and coordinate all individual cabin group schedules. He or she is also in charge of all camp-wide activities, games, and programs including the waterfront area. This includes, but is not limited to, organizing and leading all camp-wide games, camp fires, and special events, running meals, and organizing theme days.

The Program Director is instrumental in helping with the overall organization of Camp Potlatch and works closely with the resource staff, Senior Staff, and both the Camp Director and Summer Camp Coordinator on a daily basis.

### Qualifications:

- Must be 19 years old by July 1, 2018
- A minimum 3 years of experience working with children at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Previous experience with wilderness out-tripping
- Previous experience facilitating a variety of camp programming for youth
- Available to work both Spring and Summer contracts
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- NLS & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels
- Clean Class 5 Driver's License or equivalent

## Leadership Director

### Summary:

The role of the Leadership Director is to provide direct support, supervision, guidance, and evaluation to the Wilderness Leadership Program. This includes assisting with group dynamics, trip planning, and meal preparation. The Leadership Director works closely with the leadership camp staff, other Senior Staff, and both the Camp Director and Summer Camp Coordinator on a daily basis.

### Qualifications:

- Must be 19 years old by July 1, 2018
- A minimum 3 years of experience working with children at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Previous experience with wilderness out-tripping
- Previous experience facilitating a variety of camp programming for youth
- Clean Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts

### Required Certifications:

- Wilderness First Aid
- NLS & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels
- Clean Class 5 Driver's License or equivalent



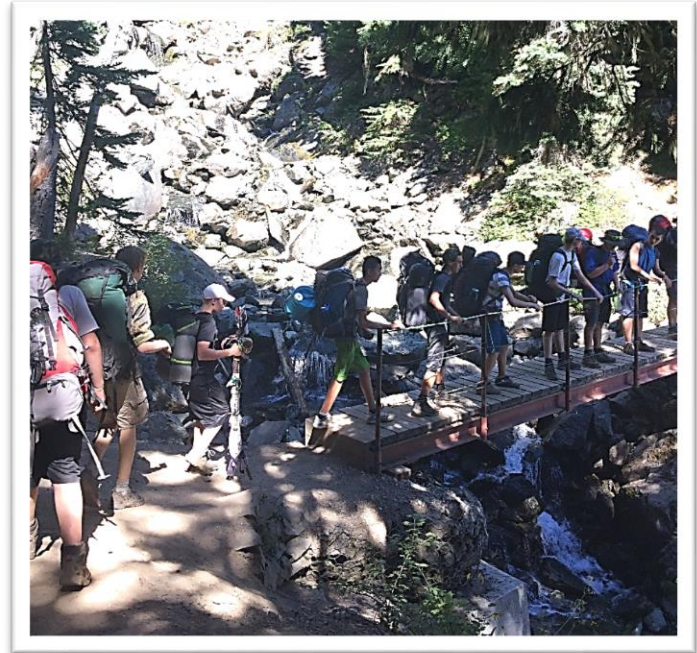
## Out-Trip Director

### Summary:

The Out-trip Director is responsible for the entire Out-trip Program at Camp Potlatch. Each cabin participates in one overnight out-trip over the course of the week. Out-trips are either land or water-based, and can either be on-site or off. Working closely with the Camp Director and Summer Camp Coordinator, the Out-trip Director is responsible for the efficient delivery of the Out-trip Program.

### Qualifications:

- Must be 19 years old by July 1, 2018
- A minimum 3 years of experience working with children at a provincially accredited summer camp
- Post-secondary courses/training in a related field
- Previous experience with wilderness out-tripping
- Previous experience facilitating a variety of camp programming for youth
- Strong organizational skills
- Clean Criminal Record Check (Vulnerable Sector)
- Available to work both Spring and Summer contracts



### Required Certifications:

- Wilderness First Aid
- NLS & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels
- Clean Class 5 Driver's License or equivalent

## Area Head Positions

As a team and under the direct supervision of the Program Director, Area Heads are responsible for providing leadership to one specific program area. These individuals are highly motivated, mature, and responsible, and role model appropriate behaviours that align with the mission and values of BGC and Camp Potlatch.

Extremely knowledgeable in their area of expertise, Area Heads design and facilitate fun and challenging programs for a variety of ages. They are sensitive to the physical, emotional, and social needs of each camper and ensure that programming is delivered in a safe environment. Area Heads provide training, support, and constructive feedback to the staff assigned to their area. They are passionate about facilitating meaningful experiences for youth within their field of expertise and eager to make a difference in the lives of our campers.

## Camp Craft Area Head

### Summary:

The Camp Craft Area Head is responsible for providing leadership for all camp craft programming. This includes shelter-building, fire-building, orienteering, and other wilderness survival skills. The Camp Craft Area Head is responsible for overseeing a small group of staff to ensure that program delivery is fun and engaging, and carefully considers the safety of each participant.



**Qualifications:**

- Must be at least 19 years old by June 1, 2018
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

- Standard First Aid with CPR “C” (*Wilderness First Aid preferred*)
- Bronze Cross (*NLS preferred*)

**Nature Area Head****Summary:**

Nature programming at Camp Potlatch includes hiking, archery, animal tracking, and beach combing, among a variety of other skills. The Nature Area Head provides leadership to the staff assigned to deliver nature-based programming, ensures that all programs are delivered safely, and creatively implements ideas to ensure that children of all ages and skill levels are engaged.

**Qualifications:**

- Must be at least 18 years old by June 1, 2018
- Previous experience working with children in an overnight camp setting
- Post-secondary training/courses in a related field
- Clean Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

- Standard First Aid with CPR “C” (*Wilderness First Aid preferred*)
- Bronze Cross (*NLS preferred*)

**Arts Area Head****Summary:**

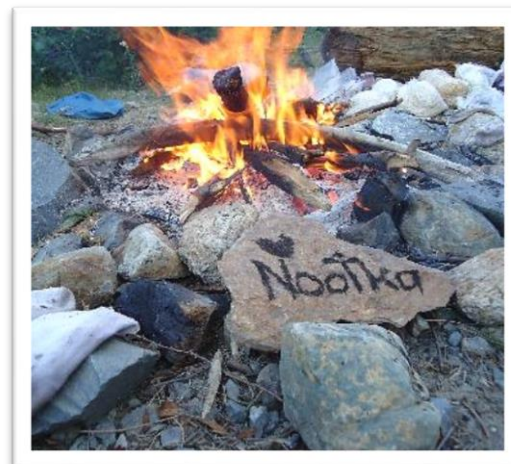
Arts programming at Camp Potlatch includes, but is not limited to, music, crafts, painting, drawing and sketching, drama, and photography. The Arts Area Head is not only knowledgeable in this field, but has an endless back pocket repertoire of games and activities to assist the staff assigned to this area in delivering quality programs. The Arts Area Head provides lesson plans that fit the camp theme, is creative, and provides leadership to a small staff team.

**Qualifications:**

- Must be at least 19 years old by June 1, 2018
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

- Standard First Aid with CPR “C”
- Bronze Cross (*NLS preferred*)





## Adventure Area Head

### Summary:

The Adventure Area Head plays a vital role in providing positive outdoor climbing, low ropes, challenge course, and team building experiences for children and youth at Camp Potlatch. Adventure area activities (especially rock climbing) are some of the most popular activities at Camp Potlatch. It is essential that the person who fills this role is familiar with the challenge-by-choice philosophy, is safety conscience, enthusiastic, and fun!

### Qualifications:

- Must be at least 19 years old by June 1, 2018
- Previous experience working with children in an overnight camp setting
- Previous experience belaying and facilitating low ropes programs to children
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR "C"
- Bronze Cross (*NLS preferred*)



## Swimming Area Head

### Summary:

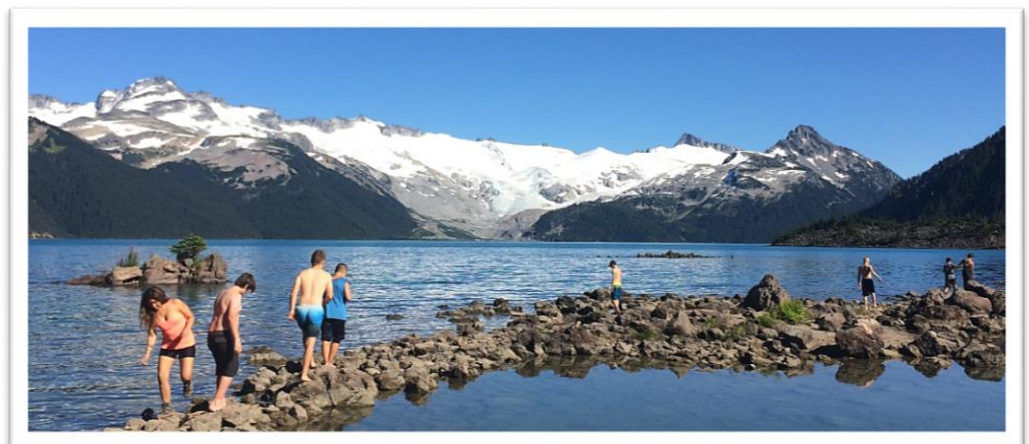
The Swimming Area Head is responsible for providing leadership all programming that occurs on the Camp Potlatch beach. This includes swimming, paddleboarding, fishing, beach parties, and all camp swims. Because programming at the swimming area is less structured than other areas, it is imperative that this person has experience with lifeguarding and can motivate a small staff team to remain alert and diligent while supervising swimmers.

### Qualifications:

- Must be at least 19 years old by June 1, 2018
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- NLS & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels



## Boating Area Head

### Summary:

The Boating Area at Camp Potlatch primarily includes canoeing and kayaking. The Boating Area Head oversees a small staff team, ensures that all programming within this area meets provincial and national industry standards, and ensures that program delivery is fun and engaging for a wide variety of participants. Similar to the Swimming Area Head, it is imperative that this person has experience lifeguarding and can motivate others to remain alert and diligent while supervising boaters on the water.

### Qualifications:

- Must be at least 19 years old by June 1, 2018
- Previous experience working with children in an overnight camp setting
- Post-secondary courses/training in a related field
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- Standard First Aid with CPR "C" (*Wilderness First Aid preferred*)
- NLS & Pleasure Craft Operators License
- Provincial Canoe/Kayak Levels (*previous canoe tripping experience considered an asset*)



## Leadership Staff Positions

### Summary:

Camp Potlatch offers a multi-step leadership program for campers aged 13 to 17. The leadership program is wilderness based, with campers and staff living off-site on rustic tent platforms. The majority of programs and meals are facilitated from these remote sites. Leadership Camp staff will be expected to spend periods of time away from the Main Camp, while teaching their campers valuable lessons in outdoor living, camp cooking and a variety of camping skills.

Leadership Camp 1 is two weeks in length, and focuses on the development of hard skills, canoeing, sea-kayaking, orienteering, rock climbing, and camp crafts.

Leadership Camp 2 is three weeks in length, co-ed, and focuses on the development of soft skills, communication, trip planning, team dynamics, and leadership.

**Qualifications:**

- Must be 19 years old by July 1, 2018
- Previous experience working with children at a provincially accredited summer camp
- Previous experience with wilderness out-tripping
- Clean Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

- Wilderness First Aid
- NLS & Provincial Canoe/Kayak Levels

## Cabin Leaders

**Summary:**

Working with a Co-Leader, Cabin Leaders are directly responsible for the 24-hour care and supervision of 10 campers aged 7 to 14 each week. Cabin Leaders lead the cabin through a variety of core activities over the course of the week, including the overnight out-trip. Cabin Leaders who demonstrate strong leadership may be given an opportunity to assist in our Leadership Programs.

**Qualifications:**

- Must be 19 years old by July 1, 2018
- Previous experience working with children
- Clean Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

- Standard First Aid with CPR “C”
- Bronze Cross (*NLS preferred*)

## Resource Staff Positions

**Head Cook****Summary:**

The Head Cook is responsible for coordinating and supervising all aspects of food services. Specific duties include food ordering, kitchen staff supervision, cooking, meal planning, kitchen health and safety, food serving, and food storage supervision. Kitchen experience is a must, with training available. The Head Cook reports to the Camp Director.

**Qualifications:**

- Previous experience cooking and serving large groups, preferably for an overnight summer camp program
- Previous experience managing and working with young people
- Clean Criminal Record Check (Vulnerable Sector)

**Required Certifications:**

- FOODSAFE Certified
- Standard First Aid with CPR “C”

*Applicants interested in the Head Cook position are advised to contact Marc Couture, Camp Director, directly to discuss the position ([camp@bgcbc.ca](mailto:camp@bgcbc.ca)).*





## Kitchen Assistant – Split Position

### Summary:

This position is intended for staff transitioning from volunteer to fully paid positions, or for staff who may be new to the camping world. The summer contract for Kitchen Assistants will be divided between time spent as a Volunteer Cabin Leader and time spent as a paid Kitchen Assistant as outlined below.

Duties for this position, as assigned by the Head Cook, include, but are not limited to, food preparation, food service, and kitchen cleanup. Food packing for out-trips will be required, and supervised by the Out-trip Director. Kitchen Assistants go on Main Camp Out-trips.

### Qualifications:

- Previous experience working with children, preferably in an overnight summer camp program
- Previous kitchen experience is valued
- Clean Criminal Record Check (Vulnerable Sector)

### Required Certifications:

- FOODSAFE Certified
- Standard First Aid with CPR “C”
- Bronze Cross



## Camp Nurse

### Summary:

The Camp Nurse plays an integral role at Potlatch, with primary responsibility to oversee the health care and first aid of all camp participants and staff members. The Nurse is charged with creating a positive and supportive environment in the health centre.

The role of the Nurse at Potlatch is a very challenging one, requiring patience and enthusiasm, but it is also a rewarding position. The Nurse must be certified and registered as an RN and/or OFA III. The Camp Nurse reports directly to the Camp Director.

### Qualifications:

- Registered RN or Occupational First Aid Level 3 Attendant
- Previous experience working with children and young people
- Clean Criminal Record Check (Vulnerable Sector)

*Applicants interested in the Camp Nurse position are advised to contact Marc Couture, Camp Director, directly to discuss the position ([camp@bgcbc.ca](mailto:camp@bgcbc.ca)).*

## Volunteer Positions

### Support Staff

#### Summary:

This is a unique volunteer experience targeted toward first year staff members. Candidates selected for this position will have the opportunity to contribute to the overall operation of Camp Potlatch in a variety of ways. The position is divided into two roles: Cabin Support and Camp Support. Successful applicants will divide their time between both roles to gain a broadened perspective of the many different facets that contribute to creating an amazing summer camp experience for kids. The Camp Support role involves an array of “behind the scenes” responsibilities. Cabin Support staff have the opportunity to further develop counselling and behaviour management skills under the guidance of experienced camp professionals.

#### Qualifications:

- Must be 17 years old by July 1, 2018
- Previous experience working with children
- Ability to commit to at least 3 sessions throughout the summer
- Clean Criminal Record Check (Vulnerable Sector)

#### Required Certifications:

- Standard First Aid with CPR “C”
- Bronze Medallion



## Office Positions

### Assistant Camp Registrar

#### Summary:

Reporting directly to the Camp Registrar, the Assistant Camp Registrar is responsible for all aspects of registration, including but not limited to the distribution of camp brochures, answering parent inquiries, registering campers in CampBrain, preparing reports (cabins, transportation, food allergies, etc.), and processing payments.

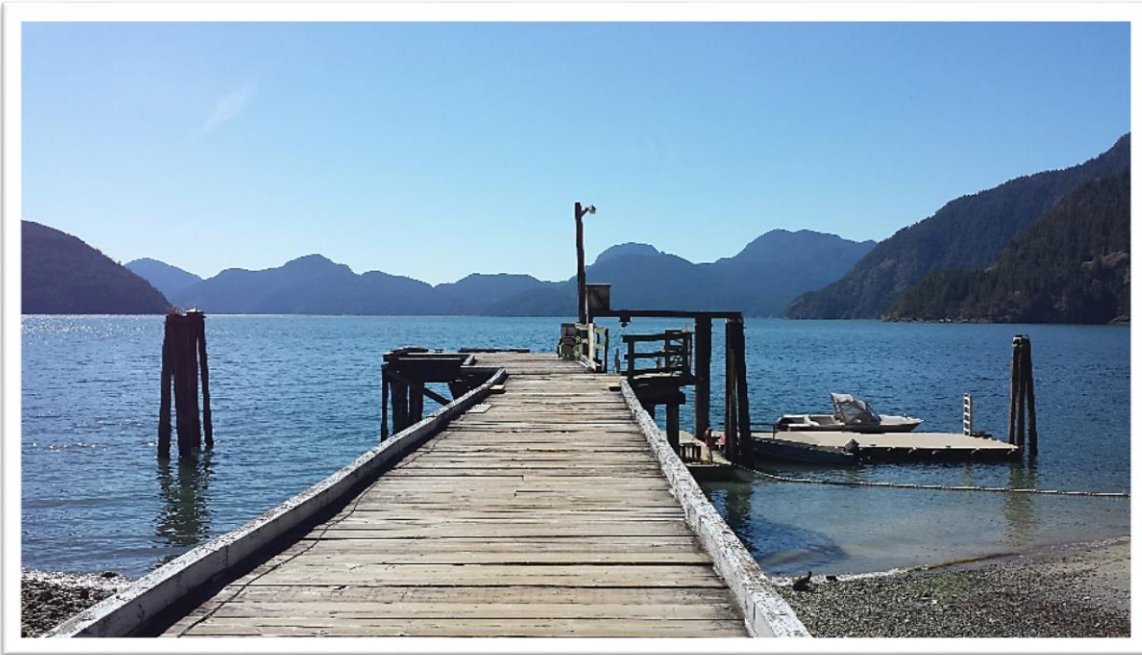
A high degree of organization and the ability to multi-task and meet deadlines is required for this position. Being the frontline staff for camper registration, the Assistant Camp Registrar works directly with parents in the negotiation of fees. The negotiating process is a balance between cost recovery and making camp affordable for all children. Excellent customer service is therefore required.

The Assistant Camp Registrar generally works Monday to Friday at the camp office in South Vancouver. Once camp commences, however, the Registrar will also be responsible for assisting with transportation days, which requires working four Saturdays during the summer, sometimes at different sites.

**Qualifications:**

- Must be over 18 years old to apply
- Current BC Driver's License with clean record
- Strong command of the Microsoft Office suite
- A high degree of professionalism when talking to clients, both in person and on the phone
- Knowledge of the CampBrain registration system is considered an asset
- Flexibility, teamwork, communication, safety consciousness, and a drive to finish all jobs are the keys to success in this position
- Clean Criminal Record Check (Vulnerable Sector)

*This position is based at our Vancouver camp office at the Fraserview Boys and Girls Club.*





## Outdoor Centre Positions

**6 to 8 Outdoor Centre staff members are hired for the Spring and Fall Outdoor Centre Seasons.**

These positions begin in late April/early May and the first week of September, respectively. Preference for spring staff will be given to applicants who will be continuing into positions during the summer season.

These positions require experienced and mature camp professionals. All applicants must be at least 19 years of age by April 1, 2018.

A minimum of 3 seasons experience at a provincially accredited summer camp is required.

Camp Potlatch Outdoor Centre Program Instructors work a mix of program delivery, kitchen duties, maintenance, and general cleaning of the site.

Outdoor Centre staff are responsible, under the supervision of the Outdoor Centre Coordinator, for the following:

- Leading program activities, including:
  - Canoeing
  - Kayaking
  - Rock Climbing
  - Hikes
  - Archery
  - Team Building
  - Group Games
  - Campfires
  
- Cleaning of camp facilities, including washrooms, cabins, common areas, and program spaces
  
- Maintenance and facility tasks as assigned by Camp Director



Outdoor Centre staff are provided room and board while on-site and are required to work a flexible schedule determined by Outdoor Centre bookings.

In addition to requirements listed above, all Outdoor Centre applicants must be able to pass an in-house rock climbing course.

## How to Apply

Please submit a cover letter, resume, and contact information for two references to the camp office.

We welcome all those interested to apply, however only those candidates who qualify for an interview will be contacted. Since there are only a limited number of positions, we strongly encourage you to apply as soon as possible. Hiring is ongoing until the position is filled.

*If you have previously worked as a staff member at Camp Potlatch in 2017, please fill out a Returning Staff Application (available on our website at [www.bgcbc.ca](http://www.bgcbc.ca)) and send it to our head office with an updated resume. Please be sure to include a current phone number, email, and mailing address in the spaces provided.*

**Please send your cover letter, resume, current certifications, and two references to:**

**Katie Ellison**  
**Summer Camp Coordinator**  
[summer@bgcbc.ca](mailto:summer@bgcbc.ca)

Phone: 604-324-2267

Fax: 604-325-0596

7595 Victoria Drive, Vancouver, BC V5P 3Z6

