

Day Camp Administrator

Position Location: South and East Vancouver

Application Deadline: Application review begins February 15; open until filled.



Good Food For All

Everyone should have access to healthy food, soil, and community. We enact this vision by cultivating engaging gardens and programs that catalyze healthy eating, ecological stewardship, and community celebration. Fresh Roots stewards ½ acre market gardens on school grounds across the lower mainland. Our fields produce good food for the community, empower youth through vocational skills development, and serve as hands-on outdoor classrooms for over 5000 students each year.

The Position

The Camp Administrator will work closely with the Camp Director to manage logistics for our 7-week farm day camp, including registration, purchasing, organizing field trips, parent relations, etc. Your job is to make sure camp is the best experience possible for camper's families and camp staff, ensure camper and staff health and safety, and generally take care of the little things that make the program run. You are a positive, caring presence who can also get things done and with a drive for excellence and attention to detail. The ability to communicate with campers, families, co-workers, and community partners in a friendly, professional manner is essential. You also need to be a licensed driver comfortable driving large (non-commercial) vehicles. Prior to the start of camp, you will also assist our Program Staff in delivering field trips and other farm-related educational programs.

Qualifications

- Must be eligible for [Canada Summer Jobs](#) OR Agriculture Canada's [Green Internships Stream](#)
- Available for all camp and staff training days
- 1 year experience in program administration, office management, customer service, or related
- 1 year experience working with youth
- Interested in farm education
- Exceptional oral and written communication skills; multi-lingual a major plus!
- Well-organized and attentive to details.
- Warm, caring, and professional
- Physically able and happy to work outdoors in all conditions for up to 8 hours a day
- Comfortable making decisions and adapting to changing circumstances while prioritizing the safety and needs of campers
- Able to follow and enforce policies
- Demonstrate respect and empathy for all
- Valid class 5 driver's license and comfortable driving required
- Able to pass a criminal record check

Key Details

- Position dates: May 22-September 8 (16 weeks). No time off can be taken during camp, July 9-August 31.
 - Length of position dependent on funding
- Pay rate: DOE, but not less than \$15.00/hr, 40 hours a week.

How to Apply

E-mail a short cover letter (500 words) and resume (in **one** document) to jobs@freshroots.ca with your name and **Day Camp Administrator** in the subject. In your cover letter, please include whether you are applying under Canada Summer Jobs or the Green Internship qualifications. Review of applications will begin February 15th; position will remain open until filled. We regret that due to the high volume of applicants only those selected for interviews will be contacted.

