



We build strong kids, strong families, strong communities.

YMCA OF GREATER VANCOUVER
TONG LOUIE FAMILY YMCA
POSITION DESCRIPTION

ESL Instructor

REPORTS TO: DIRECTOR

POSITION PURPOSE

The ESL instructor provides the skills necessary to deliver program components and supervise youth attending YMCA Camps.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all members and provide opportunities for growth and learning for all members. Staff at YMCA Camps are not only part of the camp community, but also guide campers in understanding what it means to be a part of a YMCA Camp. This is accomplished in a number of ways, including:

- Role modeling appropriate behaviors.
- Role modeling respectful and caring relationships with staff and campers.
- Understanding that each staff member's role in the camp community is to serve our clients (campers) and to assist other staff in serving campers.
- Understanding that the greater good of our client's experience must be at the forefront in every decision made.
- Teach and role model the core values of the YMCA.
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps.

SPECIFIC DUTIES AND RESPONSIBILITIES

A day camp group leader works with groups of campers ages 9-12 years old. ESL Instructors are responsible for: daily programming of age appropriate, fun, creative and safe activities for the campers in their care; following all procedures and timelines as set up by the Supervisor; maintaining an open and clear communication system with parents and staff; supervising and directing group volunteers.

ESL Instructors are expected to:

- Plan and deliver programming according to parameters.
- Deliver programming appropriate to the ages and abilities of the group.
- Assist with or take part in camp-wide programming.
- Manage group dynamics to ensure a positive experience for all campers.
- Manage behaviours of the group to ensure all campers are emotionally and physically safe, and ensure that all campers feel supported and nurtured.
- Ensure that the needs of all cabin group campers are being met (including physical, emotional, social, medical and nutritional needs).
- Provide care that is appropriate to the developmental ages in the group.
- Develop an individual relationship with each camper.
- Seek the assistance of senior staff or the management team when appropriate.
- Complete administrative duties relevant to campers and term of employment.
- Protect the assets of the YMCA through proper instruction and appropriate use.

Counselors may be asked to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.



QUALIFICATIONS/EXPERIENCE

- Experience in ESL instruction (Teaching Degree an asset)
- Current Standard First Aid and CPR-C.
- Participation in 100% of YMCA Camps staff training.
- Experience working with children and youth
- Class 4 license an asset

COMPETENCIES

- Commitment to YMCA Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters and can discern the relevance of issues and communicate them effectively to supervisor.
- Child-Centered: Demonstrates an ability to provide a child centered, developmentally and age appropriate environment and program.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

