

## Attachment A - Statement of Duties of Employment

### Camper Wellness Advisor/Office Assistant

**Role:**

Your role as part-time SuperNOVA Camper Wellness Advisor/Office Assistant will be to work individually as well as with SuperNOVA management and instructors to develop and manage SuperNOVA's activity and athletics strategy. You will act as an advisor for the creation of athletic programs and modules to be delivered during camp programs, as well as the creation of fully-inclusive, active activities to be delivered by yourself and other instructors at drop-off, lunch, and pick-up. The Camper Wellness Advisor will also be responsible for managing SuperNOVA's Healthy Camper program, ensuring that campers and staff follow safe practices. You will be responsible for hosting all lunch-time activities, as well as swimming on Wednesday afternoons at the Dalplex facility. You will also act as an office assistant, aiding the Director and Program Assistant in packing bins and maintaining inventory.

You will work under the supervision of the Director. You will report directly to the Director on any employment matters.

**Duties:**

- Development of Athletics content.
  - Create and deliver athletics content encouraging kids to be active - including games and activities to do indoors and outdoors during check-in, lunch and check-out.
  - Providing training to fellow instructors on Athletics content.
- Ensuring the successful delivery of Athletics content on campus, and;
  - Acting as a lead delivery person for the Athletics workshop, camp, and day camp modules.
  - Serving as a resource to fellow instructors who deliver Athletics content.
  - Ensuring that program facilities are tidy, secure, and facility policies are being followed.
  - Reconcile expenses charged to SuperNOVA as per SuperNOVA procedure.
  - Aiding in maintaining a healthy relationship with Dalhousie, which includes ensuring that all instructors and participants are respectful of Dalhousie University staff, property and facilities.
- Execute and manage the Healthy Camper Program
  - Serving as the camp lead for camper health, safety, and security. Areas of responsibility include: first-aid, emergency procedures, camper sign-in/sign-out, camper behaviour, camper illness, and camp environment.
  - Overseeing successful execution of policies related to camper health and safety by team members.
  - Managing the completion and collection all incident records and reports pertaining to the above responsibilities.
  - Liaising with parents regarding their camper's health and well-being.
  - Liaising relevant authorities pertaining to camper safety and security. (E.g. campus security, first aid responders, public health office, etc...)
  - Executing staff training plan in first-aid, WHMIS, transportation of hazard goods, emergency procedures etc..
  - Proactively making policy recommendations to enhance camper safety and well-being.
  - Overseeing procurement and management of materials and resources related to camper health and safety (E.g. first-aid supplies, WHMIS information sheets, safety
  - Monitoring cleanliness, safety, and security of the camp environment, including camp rooms, washrooms, flow of traffic, etc...
- Office Assistant
  - Provide support to office staff, including packing bins, organizing inventory and helping to keep camp materials organized and accessible.