



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Summer camp assistant

Job Description

Posted May 2025

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization whose mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. Many children and youth in Canada struggle with societal barriers and face adversities such as detrimental living conditions, family violence, risk factors for mental health, school issues, and identity challenges. With the guidance and support of a mentor, these risks can be reduced or even avoided, and youth are reminded that they can be anything they dream of being. The organization's mandate is to make a difference in the lives of children by promoting their self-esteem, expanding their opportunities, and providing them guidance and support through long-term, one-on-one relationships with caring adult or teen volunteers. We work with more than 1,000 children annually, offering seven different programs across southern Vancouver Island. The agency is funded by grants, donations, fundraising events, and the social enterprise to meet the priorities of the agency.

The team at BBBSV is passionate about making a difference and applying their diverse experiences and skills to support our community's most vulnerable young people. We strive to share our values of welcoming, learning and sharing with our staff, co-op/practicum students, and volunteers.

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated, and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Lək̓ʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.



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THE POSITION

Reporting directly to the Manager of Programs, the Camp Assistant will support volunteer intake as well as liaise with multiple groups of children to deliver the summer camp program. The position will provide the candidate with hands-on experience in philanthropy and not-for-profit settings.

ACCOUNTABILITY & REPORTING STRUCTURE

The Camp Assistant will report directly and be mentored by the Manager of Programs, with support from other team members. Based on their interests, and with the opportunity for adjustments through the process, all will be explored under the scope of this position.

OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

Big Brothers Big Sisters is seeking a highly motivated and experienced Summer Camp Assistant to assist us in meeting our goals of running four weeks of *B You: Healthy Bodies, Healthy Minds* group mentoring summer camp. The Summer Camp Assistant will work closely with the B You Mentoring Coordinator and B You Program Lead to plan and ensure the smooth facilitation of the B You Summer Camp program. Duties and responsibilities include, but are not limited to:

- Complete screening and training to become a B You program facilitator for Spring sessions; to be completed as training for summer camp facilitation
- Plan and facilitate in-person B You sessions for female-identifying and gender-diverse youth, ages 9-14, both for the school-based and summer camp programs
- Adhere to program policies and procedures as detailed in the National Standards and Service Delivery Manual
- Assist in utilizing feedback from the pilot project to update and implement changes in summer camp delivery as necessary
- Assist in preparing summer camp session plans and schedules, including the creation of a balanced food plan
- Support the B You Mentoring Coordinator in organizing program supplies
- Assist with program promotion as necessary
- Complete report following the summer program outlining successes, challenges, and feedback for future implementation
- Additional tasks as directed by the supervisor

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QUALIFICATIONS

- **Must be between the ages of 15-30 (Canada Summer Jobs requirement)**
- **Must be a Canadian citizen or permanent resident (Canada Summer Jobs requirement)**
- Minimum 2 years post-secondary education in social/human services, education, etc. Completion of a 4-year post-secondary degree in a related field is considered an asset.
- Experience working with children, families, and volunteers.
- Experience working in and leading groups for children's programs is considered an asset.
- Exceptional time management, data management, computer skills, and organizational skills; ability to juggle competing priorities and work efficiently while maintaining a strong attention to detail.
- Ability to manage a high volume, time-sensitive workload.
- Excellent interpersonal, verbal and written communication, coaching, and problem-solving skills required.
- Police record check, including vulnerable sectors check, will be required of successful applicants.

LEARNING OBJECTIVES

- Project and Task Management
- Leading and Influencing Others
- Organizational Awareness
- Data and Systems Management

TERMS OF EMPLOYMENT

- Salary: \$20 per hour
- Full-time contract (35 hours per week), hourly contract position for 8 weeks
- Contract dates: Monday, June 23, 2025, to Tuesday, August 19, 2025

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed, and qualified applicants contacted for an interview. For consideration, **complete applications must be submitted before Friday, May 16, 2025**, to main.victoria@bigbrothersbigsisters.ca, attention: Amanda Hill, Executive Director.

Three references are required.

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