



Weekend Dorm Parent and Dormitory Activities Facilitator

Are you looking for a unique and rewarding role that combines activity planning with mentoring and supporting students? Do you enjoy working with youth from diverse backgrounds and leading engaging extracurricular programs that help build community? If so, this could be the perfect role for you!

We are currently hiring for a dorm parent and dorm weekend activity facilitator to create and facilitate campus activities, recreational activities and events that support our dormitory students after school and on weekends.

Schedule Overview:

- **Weekend Dorm and Activity Shifts:**
 - Friday 3:00pm-12:30pm
 - Saturday 12:00pm-7:00pm
 - Sunday 10:30am-5:00pm
- **Office Hours (Activity Planning):**
 - Monday and Thursday 9:00am – 5:00pm (Thursday shift varies due to needs of school)
- **Start Date:** August 15th, 2025
- Flexibility is required based on activity schedules and/or needs of the school.

Compensation and Benefits:

- \$24.00-\$26.00 per hour plus 4% in lieu (Dependent on experience and obtaining Class 4 drivers licence).
- Eligibility for enrolment in our Health and Dental benefits after 3-month probationary period along with participation in our meal taxable benefit.
- Potential to participate in other areas such as leading an after-school activity, chaperoning a school trip, coaching and driving for sports teams.
- Additional hours may be available with the Transportation team.

Dorm Parent Position Summary

- Providing care that ensures each student is receiving one/one contact on a weekly basis to make sure the student is emotionally and academically stable, birthdays and special events are celebrated, and the dorm is made to feel like a home
- Building a rapport with residents to help facilitate open lines of communication for questions, problems, and concerns
- Ensuring overall student needs are met including health, social well-being, behaviour management, and emotional support
- Supervising evening curfews and morning wakeup procedures and following Lock up and Lights out procedures
- Advocating for students' best interests by maintaining liaison with parents, agents, and teachers when required
- Consistently acting as a mentor, supervisor and a positive role model for all students



- Being an active listener for students experiencing academic and/or personal difficulties
- Working with students to develop a sense of respect for self, others and community
- Dealing with first level behaviour issues/consequences
- Ensuring that all of the students in their care are aware of the school's safety rules and emergency procedures, (fire, earthquake, medical emergency, lock down, and shutting down gas and water supplies)
- Structuring and fulfilling duties related to students' daily schedule, including support around uniform needs and health needs ie: ensuring proper uniform is worn daily
- Playing a coordinating role in verifying all requests for weekend and holiday leaves and follow appropriate guidelines regarding transportation

Activities Facilitator Position Summary

- Plan and facilitate engaging on and off campus activities for our international students from grades 8-12 to support that promote wellness, building community and personal growth.
- Support the coordination and programming of the after-school activities program and weekend/school trips (e.g., scheduling, bookings, student charges).
- Plan and run an afterschool activity during office hour days
- Manage student registration, sign up and logistics of activities(ie purchasing supplies, working with dorm parents)
- Coordinate off-campus activities including bookings, transportation and record and account for activity costs.
- Transport students to planned activities using the school vans and buses.
- Collaborate with the Activities Coordinator and dorm staff to facilitate successful activity fulfillment.

Requirements for this position:

- Current BC Class 4 unrestricted or Class 2 Drivers Licence or able to obtain within the first 3 months of employment. This position requires driving all school vehicles including small 20-24 passenger buses.
- Must pass and maintain a clear Ministry of Public Service criminal record check for the purposes of working with vulnerable children.
- Provide a copy of your clean BC driver's abstract.
- Standard First Aid with CPR C.
- Diploma or Degree in Recreation or related discipline an asset.
- Previous experience working in summer camps, recreational programming, or with international students and asset.
- Strong computer skills(Microsoft excel and word) are an asset
- Is punctual, reliable and versatile.



- Able to work cooperatively and with minimal supervision.
- Social media experience an asset

About Brookes

Brookes Westshore is a small, independent Grade 4-12 school offering a personalized and student-centred approach to learning. Be part of the friendly Brookes Westshore community and the natural beauty of the surrounding area. The atmosphere on campus is one of care and respect. **We are dedicated to personal learning, global vision and community service.**

If you would like to be part of our team, please forward your cover letter and resume to careers@westshore.brookes.org. We appreciate all those interested but only those applicants who are shortlisted will be contacted.