

Program Coordinator

The Program Coordinator is responsible for supervising and supporting all programming over the course of the year. In the spring and fall the Coordinator will provide assistance and leadership to our Outdoor Education staff and in the summer to our Elements team and volunteers. They will help ensure our programming is inclusive, safe and camper centric. This position requires exceptional organization, leadership, energy, a positive attitude and knowledge in the outdoors and summer camps.

Benefits

- Year round camp position
- Private accommodation on site
- Meals provided when groups are eating at camp
- Pro deals

Spring/Fall

- Support and provide leadership for 6 Outdoor Education staff
- Correspond with school, scout, band, etc. groups and develop their OE schedule
- Assist in running programs/ hosting groups as needed
- On call support for OE facilitators when there are groups on site
- Help implement OE staff training, check ins and performance evaluations
- Assist in the planning and coordination of our sleepover camps and volunteers

Summer

- Lead Elements team to successfully deliver a range of ability and age appropriate programming
- Create weekly program schedule in cooperation with Elements team
- Plan and run evening programming/special events with the Elements team
- Plan and run CYOA's and Cabin Choice's as needed
- Work within a given budget to purchase supplies required for activities and programming
- Plan and deliver sessions during all staff training
- Assist with summary reports, evaluations and staff check ins

Winter

- Planning and preparation for next season
- Act as host and facilitator for weekend OE groups or other special groups throughout the winter
- Assist in the planning and coordination of our Christmas camp
- General maintenance and other duties as required

Qualifications

- Current driver's license –minimum 3 years with full license
- Standard First Aid/CPR Level C
- Camp experience in a leadership role
- Experience delivering accessible programs and working alongside people with disabilities
- Excellent people management skills and communication

- Excellent ability to organize and prioritize own and others' work

Assets

- 40 Hour Wilderness First Responder
- OCC Field Leader – Hiking or equivalent
- ACCT Accredited Ropes Facilitator Training
- Pro-Serve Certificate

We are looking to have the successful candidate **start work February 17th**.
Please submit applications no later than February 14th.

Please send your cover letter and resume to:

Andria Lamirande | Program Manager
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