

COUNSELLOR SUPERVISOR

OVERVIEW

The Counsellor Supervisor (CS) supports the Outdoor School (ODS) program at Cheakamus Centre, as well as other educational programs as needed. The primary duties of the CS are to support, mentor and supervise volunteer high school counsellors during the residential ODS program. During each week of Outdoor School, 12-16 secondary school students volunteer to be counsellors with grade 4 or grade 6 students from North Vancouver School District. Counsellors take the lead in establishing and maintaining the supportive, positive, and engaging culture of the program for the students and the CS is responsible for ensuring they feel supported in doing so. The CS should be a highly motivated individual, who has an adaptable leadership style and an ability to help engage and energize counsellors throughout each program week. The CS plays an essential role in creating meaningful experiential learning opportunities for all involved in the ODS program.

PRIMARY DUTIES AND RESPONSIBILITIES

- Take a lead role within the program team to train, mentor and supervise high school student counsellors
- Assist the program team to prepare, supervise and facilitate recreation programming (afternoon & evening programs which may include campfires, games, canoeing, etc.)
- Liaise with visiting teachers and the program team regarding student's social and emotional wellbeing
- Monitor and support counsellors during bedtime procedures
- Assist in providing mentorship and support for the Head Counsellor Intern or Environmental Education and Leadership Intern (when applicable)
- Support the production of the photo slideshow at the end of each program week
- Assist with counsellor feedback, evaluation summaries, and performance reviews
- Occasionally assist with other educational programs at the Cheakamus Centre in a facilitation role
- Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- First Aid Certificate – OFA Level I or equivalent
- Willing to submit a current Criminal Record Check, with Vulnerable Sector Check
- Experience working with children and/or youth in outdoor educational setting, preference to those who have experience with training and mentoring youth
- Strong leadership skills and interest in developing these skills further
- Ability to work effectively both independently and in a collaborative team environment
- Ability to work varied hours including evenings and occasional weekends
- Friendly, positive and enthusiastic approach
- Strong communication skills
- Strong computer skills (Microsoft Office, and slideshow creation)

DESIRED SKILLS AND EXPERIENCE

- Experience with overnight educational programming or camp leadership programs
- Knowledge or familiarity of the Outdoor School program, and its mission, vision, values and goals

JOB TERM AND STRUCTURE

October 2024 – May 2025 (*excluding holidays and non-programming times*)

*The ideal candidate would also be available as a [Field School Program Leader](#). This role involves direct program facilitation during the Field School Season starting in September. This staff member would then transition into the CS role in October and back to the Program Leader role in May.

Term Structure:

CHEAKAMUS CENTRE

nature is in session

- **End of August – October: Field School** – program facilitation (day and evening shifts available)
- **October – May: Outdoor School** – counsellor program support (evening shifts required)
- **May-June: Field School** - program facilitation (day and evening shifts available)

JOB LOCATION

Cheakamus Centre, Brackendale, BC (near Squamish)

REPORTING RELATIONSHIP

The Counsellor Supervisor is employed by Listel Canada and reports to the Education Program Coordinator.

COMPENSATION

- Pay \$21/hr. (35-40 hours per program week, with an averaging agreement)
- Optional Room & Partial Board (*rent at \$250/month*) – *please note: meals are only provided during programming periods*
- Benefits after 6 months of employment
- Staff discount at Listel Hotels and Listel owned restaurants

ABOUT US

Located on 420 acres of ecological reserve lands in the Cheakamus River Valley near Squamish, BC, Cheakamus Centre is a world-class outdoor learning centre that brings together the values of environmental stewardship and sustainability through place-based learning. We would like to thank the Skwxwú7mesh Nation, upon whose unceded traditional territory Cheakamus Centre resides. We value the opportunity to welcome others to learn, gather and share in nature on this traditional territory. The land Cheakamus Centre is situated on what has always been a place of learning for the Ch'iyákmesh people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

Cheakamus Centre is committed to supporting and building a diverse and inclusive workplace community. We welcome and respect the diverse backgrounds, experiences and talents of our staff and believe this contributes to programs that are welcoming, relevant and accessible for learners of all ages.

For more information on Cheakamus Centre, visit our website at www.cheakamuscentre.ca

APPLICATION PROCESS

Email a cover letter stating which position you are applying for, why you are the best person for this opportunity and how you will be a great role model and mentor for high school leaders, along with your résumé to:

jobs@cheakamuscentre.ca

Please include 'Counsellor Supervisor' in the subject line of your email. If you are interested in multiple positions within the Cheakamus Centre, please provide all the positions you are interested in and rank them in order of preference.

APPLICATION DEADLINE

July 19th or until filled.

We thank you for your interest in employment with Cheakamus Centre. Please note that due to the volume of applicants, only those selected for an interview will be contacted