

PROGRAM SUPPORT SPECIALIST

OVERVIEW

The Program Support Specialist (PSS) is responsible for providing primary support involving the physical, social and emotional care of children, youth and adults attending educational programs at Cheakamus Centre (Centre). As a member of the programming team, the PSS will also be responsible for related administrative duties and program support.

PRIMARY DUTIES AND RESPONSIBILITIES

Meet or exceed the knowledge, skills and aptitudes for the Job Standard for Program Support Specialist that includes, but is not limited to:

- Providing primary first aid response and care of children, youth and adults including the administration of medications
- Coordinating medical forms and managing medical-related communications with parents, volunteers and other staff; monitoring and communication of special dietary requirements
- Supervising students and assisting in daily duties including meal service, educational programming, and other tasks at the Centre as assigned
- Monitoring, managing and supporting child, youth, and adult physical, social and emotional well being
- Assisting with administrative duties in support of programming and activities at the Centre
- Assisting with training, instructing and mentoring youth leaders and other volunteers
- Facilitating instructional program components as required
- Performing morning opening and nightly lock up of facilities as required
- Maintaining mobile and site based First Aid supplies including First Aid facilities (clinic)
- Assisting in overall Centre program operations as directed by the Educational Administrative Team

KNOWLEDGE, SKILLS AND ABILITIES

- Experience in providing first aid and social and emotional support to children and youth in an educational setting
- Experience in delivering and supporting Outdoor Environmental programs
- Ability to work varied hours including overnights and occasional weekends
- Works effectively independently and in a collaborative team environment
- Demonstrated success in problem solving and conflict resolution
- Highly organized and able to maintain and prepare electronic records and reports
- Demonstrated excellence in verbal and written communications with parents, students, teachers, other department staff and other stake holders
- Proficiency in computer and internet use including Microsoft Office
- Excellent time management skills

HOURS

This is a shift position based on a compressed work week, that requires flexibility and involves overnight supervisory responsibilities, depending on specifics of program bookings.

PREREQUISITES

- Valid First Aid and CPR certification- Preferred Occupational First Aid Level 2, or Wilderness First Aid equivalent
- Post secondary education in a related field or equivalent knowledge and experience
- Minimum two years work experience in an educational or overnight learning environment
- Experience with youth mentoring an asset
- Current Criminal Record Check, including Vulnerable Sector Check

CHEAKAMUS CENTRE

nature is in session

REPORTING RELATIONSHIP

The Program Support Specialist is employed by Listel Canada and reports to the Educational Administrative Team of Cheakamus Centre.

WORK TERM & START DATE

- Mid-February to late-May 2018 (excluding holidays and non-programming times)
- Possibility for continuation of PSS contract for Oct 2018-May 2019
- Possibility of additional programming related work in June and September

COMPENSATION

\$17/hour - Approximately 20 to 35 hours a week

APPLICATION DEADLINE

Friday, January 5th, 2018

ABOUT US

Cheakamus Centre is a unique environmental learning Centre designed to provide exceptional learning and hospitality experiences inspired by nature. Situated on 420-acres of ecological reserve in the Cheakamus River Valley near Squamish, BC, Cheakamus Centre is seeking experienced, highly motivated, environmental education enthusiasts to support our Outdoor School and visitor environmental education programs and activities.

APPLICATION PROCESS

Please email a cover letter stating why you are the best person for this opportunity, along with your résumé to: jobs@cheakamuscentre.ca.

Please include 'Program Support Specialist Application' in the subject line of your email.