

## EDUCATION PROGRAM COORDINATOR

### OVERVIEW

The Education Program Coordinator (EPC) is responsible for the day-to-day coordination of outdoor and environmental education programs at Cheakamus Centre. This is a dynamic role, which involves interdepartmental collaboration, program development and facilitation, as well as program staff/volunteer recruitment, training and supervision. The nature of the EPC role shifts based on the types of programs offered through the school year, as outlined below:

September to October and May to June – **Field School Program**: Field School programs are about engaging learners in fun and meaningful ways that foster a greater understanding of themselves, others and the natural world. Education groups from across the Lower Mainland, Sea to Sky and beyond participate in Field School programs. Programs range from day-based to multi-day overnight programs, with students of all ages. September includes the NVSD district wide grade 8 retreat day-based program.

October to May – **Outdoor School (ODS) Program**: Outdoor School is a district-wide, curriculum linked, program designed for grade 4 and grade 6 students from the North Vancouver School District. Grade 4 students visit for three days, and grade 6 students visit for four days. A significant aspect of the role during ODS programs involves supporting and mentoring volunteer secondary school student counsellors.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinate on-the-ground logistics during outdoor environmental and leadership programs for children, youth and adults
- Play a lead role in creating a culture that fosters a sense of belonging and promotes inclusion for all
- Supervise and support program staff (in collaboration with the Program Manager and Director of Education Programs) by assisting with recruitment, providing on-going training and feedback, completing schedules and submitting hours for payroll
- Support Outdoor School program volunteer high school counsellors by assisting with recruitment, scheduling and feedback; providing guidance and mentorship in their role as supervisors and instructors for younger students
- Support and maintain meaningful connections with Outdoor School trainers and alumni
- Social and emotional care of students during Outdoor School program evenings, in collaboration with other program staff
- Act as the primary on-the-ground point of contact for visiting Field School group leads and cultivate relationships that enhance program quality and encourage repeat bookings
- Create program schedules and plan seamless logistics for Field School groups, ensuring that teaching spaces, equipment and staff assignments are appropriately distributed between multiple user groups
- Oversee risk management protocols that support the well-being of children, youth and adults
- Manage program areas including cleanliness, organization, equipment and stock inventory/ordering
- Other duties as assigned

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience working in outdoor learning environment and/or overnight summer camp setting
- Proficiency in designing, delivering and evaluating high-quality outdoor-environmental, leadership and recreational programs across a range of ages and abilities
- Demonstrated supervisory experience (preferably in an outdoor learning environment) which includes coordinating and scheduling staff and providing ongoing training, mentorship and feedback
- Understanding of risk management principles and protocols in an outdoor learning environment

- Experience with social and emotional care of children and youth
- Works effectively independently and in a collaborative team environment
- Possess the skills needed to be a creative and team focused problem solver
- Strong verbal and written communication skills - communicates effectively in large and small groups of children and adults
- Proficiency in Microsoft Office (*Outlook, Word, Excel etc.*)
- Ability to work varied hours including afternoons, evenings and occasional weekends (4-5 weekends per year)
- Ability to walk distances of up to 3-5kms per day on uneven terrain and lift up to 15 kilograms

## PREREQUISITES

- Undergraduate degree or diploma in field-based discipline (*i.e. environmental studies, biology, outdoor recreation, or similar*) or equivalent training and experience
- 3+ years of experience in the field of environmental and/or outdoor education; environmental interpretation; and/or outdoor leadership involving school or visitor programming
- Preference for certification in low ropes/challenge course, canoeing, hiking, field-based group management, etc.
- First Aid - OFA Level 2 or equivalent required (*Wilderness Advanced First Aid or higher preferred*)
- Class 5 Driver's license required (*Class 4 license preferred*)
- Current Criminal Record Check

## REPORTING RELATIONSHIP

The Education Program Coordinator is employed by Listel Canada and reports to the Program Manager

## HOURS

The position's onsite requirement is based on program bookings and requires working varied hours including days, afternoons and evenings (and very occasionally, weekends). Specific schedules vary through the school year, however on average the EPC works 2-3 afternoon + evening shifts per week. This is a salaried position based on a 40hr work week.

This is a semi-residential role that requires staying on-site at Cheakamus Centre 1 or 2 nights per week during overnight programming periods. A private room with access to kitchen facilities is provided and healthy cooked meals are available in the main dining hall. Full-time onsite accommodation may be possible if needed.

## JOB TERM & START DATE

This is a full-time, permanent position. Flexibility regarding summer work hours can be discussed. Job start date: Late Feb 2025.

## COMPENSATION

- Annual salary of \$50,960 (*paid out bi-weekly*)
- Extended healthcare benefits (*following standard probationary periods*)
- Employee discounts 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 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](http://www.cheakamuscentre.ca).

### **APPLICATION PROCESS**

Please email a résumé and cover letter detailing how you meet the required knowledge, skills and abilities and prerequisites, to: [jobs@cheakamuscentre.ca](mailto:jobs@cheakamuscentre.ca)

Please include 'EPC' in the subject line of your email.

### **APPLICATION DEADLINE**

January 10, 2025 or until filled

We thank you for your interest in employment with Cheakamus Centre. Please note that only those selected for an interview will be contacted.