

OUTDOOR SCHOOL PROGRAM LEADER

OVERVIEW

The Outdoor School Program Leader plays a key role in the Outdoor School Program (ODS) at Cheakamus Centre. ODS is a 3 or 4 day program for North Vancouver School District elementary school grade 4 and 6 students, and runs from October to May each school year. The primary duties of the ODS Program Leader are to: lead meal service and orient students to the meal process; assist with field studies and recreation programs; mentor, train and work alongside secondary school student counsellors. This is a highly dynamic role, with shifting duties throughout each program week.

PRIMARY DUTIES AND RESPONSIBILITIES

- Facilitate meal service and supervise students at meals; assist with monitoring of special dietary requirements and ensuring meals are timely and organized
Coordinate and supervise chores with secondary school counsellors and cabin groups
- Supervise recreation programs (i.e. garden games, archery, team building and more), which are facilitated by secondary school student counsellors
- Assist with training, mentoring and supervising secondary school counsellors
- Maintain safety and wellbeing of students as part of program staff team
- Contribute to the creation of a welcoming and inclusive culture for all
- Liaise with program staff, visiting teachers and administrators, parents, etc. on program logistics and student concerns, some of which may be confidential in nature
- Assist with providing counsellor feedback
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- First Aid Certificate – OFA Level 2 preferred, or equivalent
- Willing to submit a current Criminal Record Check, with Vulnerable Sector Check
- Experience instructing/interpreting in an outdoor setting
- Experience working with youth and children
- Experience mentoring youth in leadership development
- Strong interest in developing personal leadership skills
- Work effectively independently and in a collaborative team environment
- Work varied hours including early mornings and occasional weekends (schedule will be known well in advance)
- Friendly, positive and enthusiastic approach
- Strong time and group management skills to ensure meal times are smooth and on-time
- Strong communication skills including ability to provide constructive feedback to youth
- Work long hours outside in any weather

DESIRED SKILLS AND EXPERIENCE

- Experience and/or interest in nature interpretation and outdoor/environmental education.
- Interest in mentoring secondary school students
- Understanding of the Outdoor School Program, and its mission, vision, values and goals

JOB TERM

- October 2025 – May 2026 (*excluding holidays and non-programming times*)

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

Term Schedule:

- **September-October: Field School** – Program facilitation (Day and evening shifts available)

CHEAKAMUS CENTRE

nature is in session

- **October – May: Outdoor School** – program support (12 hour day shifts required)
- **May-June: Field School** - program facilitation (day and evening shifts available)

JOB LOCATION

Cheakamus Centre, Brackendale, BC (near Squamish)

REPORTING RELATIONSHIP

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

COMPENSATION

- Pay rate starting at \$21.00-23.00/hr. (Average 30-40 hours per program week, with an averaging agreement)
- Meals provided while working with groups and within shifted time
- Benefits after 6 months employment
- Staff discount at Listel hotels and Listel owned restaurants
- Staff Accommodation (*Optional at \$250/month, limited spaces available*)

ABOUT US

Located on 165 hectares 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

APPLICATION PROCESS

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

Please include 'ODS Program Leader' in the subject line of your email. If you are interested in multiple positions, please provide all the positions you are interested and rank them in order of preference.

APPLICATION DEADLINE

July 18th or until filled. One position available.

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