



LISTEL CANADA—CHEAKAMUS CENTRE Cultural Program Coordinator

ABOUT US

Cheakamus Centre is a unique environmental learning centre designed to provide exceptional learning and hospitality experiences inspired by nature. Situated on 165 hectares of ecological reserve in the Cheakamus River Valley near Squamish, BC, Cheakamus Centre is seeking an experienced, highly motivated cultural education enthusiast to support our cultural education programs and activities.

OVERVIEW

The Cultural Program Coordinator (CPC) is responsible for the overall delivery of Coast Salish-based cultural programs at Cheakamus Centre. This includes a wide range of duties from program delivery, and planning and scheduling, to the day-to-day facilitation of cultural programs for children and adults. As a liaison between the Program Administrative Team and the Cultural Program staff, the CPC is responsible for fostering a positive and supportive working environment where teamwork and collaboration are valued. This is a shift position requiring flexibility and involving morning, day, evening and occasional weekend hours.

REPORTING RELATIONSHIP

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

PRIMARY DUTIES AND RESPONSIBILITIES

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

- Work collaboratively with the Program Manager and Education Director to facilitate, support, and evaluate program delivery
- Provide coordination and instructional assistance to cultural program staff as required
- Support cultural program staff in the development, training and delivery of instructional practices
- Create and coordinate schedules, post sign in/out sheets, process payroll hours, and provide human resources assistance (e.g. performance management)
- Assist with the processing of invoices, payments, reports and other financial duties as they relate to program delivery and budget
- Communicate effectively with teachers and adult volunteers regarding program details
- Facilitate and deliver training sessions for staff and parent volunteers
- Prepare, maintain, and monitor program specific tools, materials and facilities, including ordering of program supplies
- In consultation with sales and marketing department, develop out-reach materials and resources supporting current and new programs
- Support the integration of First Nations content into other Programming areas
- With support from Program management, develop and implement a staff recruitment and community engagement plan

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated strong interest in First Nations cultural learning and teaching
- Knowledge of Skwxwú7mesh (Squamish) and Coast Salish cultural practices and local history
- Excellent communication, public speaking and inter-personal skills
- Strong time-management skills
- Ability to perform a variety of physical tasks including working outside in all weather conditions and walking for distances greater than 2 kilometers

PREREQUISITES

- Minimum of 3 years of instructional experience in an educational environment
- Criminal record check indicating no risk of harm to vulnerable people (e.g. children)
- First aid training required – OFA Level 1 minimum, higher level preferred
- FoodSafe Level 1 or higher training required
- Own vehicle with valid Class 4 or 5 license required
- 2-3 years supervisory experience; experience facilitating cultural and or experiential programs desirable

JOB LOCATION

Cheakamus Centre, Brackendale, BC (near Squamish)

TERM & START DATE:

35-40 hrs/week; Aug. 21, 2017 to July 6, 2018

COMPENSATION/BENEFITS

\$19.50/hr

MSP coverage and extended health provided for full time employees.

APPLICATION PROCESS

Please email a cover letter and résumé to jobs@cheakamuscentre.ca telling us why you are the best person for this position.

APPLICATION DEADLINE:

July 28, 2017

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