

## 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: orient students and facilitate and lead meal service; 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
- Facilitate outdoor and environmental learning Field Studies (i.e. farm, salmon, birds, forest and more)
- 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 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

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

\*The ideal candidate would also be available as a [Field School Program Leader](#) (late-August 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 Leader role in May.

Term Schedule:

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

# CHEAKAMUS CENTRE

nature is in session

- **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 starting at \$21.00/hr. (35-40 hours per program week, with an averaging agreement)
- Room & Partial Board (*optional*) – *please note: meals are only provided during programming periods*
- Benefits after 6 months 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 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**

Email a cover letter stating why you are the best person for this opportunity, along with your résumé to: [jobs@cheakamuscentre.ca](mailto: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 19<sup>th</sup> or until filled. Hiring for multiple positions

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