

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 dynamic role, with a range of duties throughout each program week.

PRIMARY DUTIES AND RESPONSIBILITIES

- Facilitate meal service, ensuring meals are timely, organized and enjoyable for all
- Assist with monitoring of special dietary requirements, working closely with the Wellness Supervisor
- Coordinate and supervise chores, supporting 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
- Food Safe training an asset
- Experience instructing/facilitating programs in an outdoor setting
- Experience working with children and youth
- 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
- Strong communication skills including ability to provide constructive feedback to youth
- Ability to work longer shifts, 2-3 days per week - 12 hours

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

- Mid-October 2026 – May 2027 (*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! As we unfortunately do not have unlimited administrative capacity, and spend lots of our time supporting students and staff on the ground, we may not be able to reply to all applicants. We will prioritize connecting with those who are selected for interviews.