

CHEAKAMUS CENTRE

nature is in session

Program Manager

As **Program Manager**, you report to the Director of Educational Programs and lead the day-to-day operations of the Cheakamus Centre's environmental education and cultural programs. You will take a hands-on role in developing and delivering rich learning experiences and high-quality educational programs for all our guests. One of these programs is the Centre's hatchery, which you will take an active role in its operations. In a leadership capacity, you will supervise staff and coordinate the recruitment and training of volunteers. You'll also oversee the high school counsellor leadership training program, and work to ensure that all program staff are well trained and highly effective in the delivery of programs and related services.

You will also work closely with the facilities department to coordinate concurrent on-site programs and site program rentals, ensuring the safety and security of the staff and guests. Furthermore, you will contribute to the process of annual planning and implementation of the sales and marketing activities. In your financial responsibilities, you will have duties related to budgeting, preparing expense reports, and managing expenditures.

Your collaborative work approach and attention to detail will ultimately help create fun and transformative learning experiences for all clientele.

REQUIRED QUALIFICATIONS & EXPERIENCE:

Including a minimum of three years' experience living in and managing/supervising an outdoor/environmental program in residential learning, you also possess these qualifications:

- 5 years Environmental and Outdoor Education instructional experience in K-12 or equivalent work experience
- Undergraduate Degree in a field-based discipline (i.e. environmental studies, biology, outdoor recreation management, or similar)
- Occupational First Aid Level 2 or equivalent
- Class 4 Driver's License (or ability to obtain this)
- Experience in developing and implementing staff training programs and evaluations
- Understanding and experience in curriculum development and instructional design involving environmental learning and indigenous education (preferred)
- Capability and experience in supporting diverse learners with complex needs
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- Background in risk management relevant to a residential learning environment
- Excellent written and oral communication skills
- Willingness to be involved in professional development, with an ongoing commitment to learn and implement new methodologies and strategies.
- Additional outdoor skill-based certifications are valued (i.e. life-guarding, ropes/challenge course, canoeing/paddling)

You must also be an experienced "camp person" who thrives in a dynamic, residential work environment. Your work will take place at Cheakamus Centre located in Brackendale, BC. This is where you will reside when programs are in session.

***If you're interested in this wide-ranging role, please send resume and cover letter to Cathy Jenkins at cjenkins@sd44.ca by March 24, 2017 at 4pm.**

****We appreciate your interest in applying; however, only those candidates selected for an interview will be contacted.**