

LISTEL CANADA-CHEAKAMUS CENTRE
Resident Program Coordinator

OVERVIEW

The Resident Program Coordinator (RPC) is responsible for coordinating onsite educational programming and activities, and providing program facilitation, development and supervision. As a residential position, the RPC is also responsible for overnight supervision during programming periods. Additional responsibilities include recruiting, scheduling, training and managing program staff including youth leaders and other volunteers to support school and other educational programs at Cheakamus Centre.

HOURS

The job assignment requires working varied hours including split shifts, afternoons and evenings, and occasional weekends and holidays.

TERM

This is a continuing 11-month position from mid-August to mid-July. We are looking to fill this position immediately.

RESIDENCY PROVISIONS

This is a resident role that requires applicant to live on site at Cheakamus Centre during designated programming periods. Private room with access to kitchen facilities is provided. Healthy cooked meals are available during programming periods and may be purchased at minimum cost during off-shift times.

REPORTING RELATIONSHIP

The Resident 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 Resident Program Coordinator that includes, but is not limited to:

- developing, evaluating and facilitating new and existing environmental, leadership and recreational programs for children, youth and adults
- developing, assessing and monitoring safety and risk management protocols for the Outdoor School program's afternoon and evening programs, and other educational programs and recreational activities at the Centre
- supporting first aid response and care of children, youth and adults
- overseeing program areas and equipment and ensuring areas and equipment are kept clean and presentable, and are in good working order at all times as per Listel Canada standards
- coordinating youth leader recruitment, scheduling, training for the Outdoor School program, and supporting other program volunteers as needed
- providing guidance, mentorship and instruction to youth leaders in their role as supervisors and instructors of younger students in the Outdoor School program
- supervising program support staff as assigned by the Program Manager
- coordinating Open House program volunteers

- working collaboratively with visiting school district staff and Cheakamus Centre's team to support and facilitate educational programming and other activities and services at the Centre
- assisting in overall Centre administration and other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Proven ability to design, deliver, and evaluate high-quality outdoor-environmental and recreational programs across a range of ages and abilities
- Demonstrated proficiency in a variety of outdoor recreation and leadership activities with proven experience providing instruction and training in these areas
- Experience in organizing and supervising leadership training workshops for youth and/or adults
- Ability to coordinate and schedule program staff including volunteers
- Demonstrated supervisory experience preferably in a residential learning environment
- Understanding of risk management principles and protocols in a residential learning environment
- Ability to communicate effectively in large and small groups of children and adults; possess strong verbal and written communication skills
- Ability to work varied hours, including weekends, evenings, and holidays
- Ability to walk distances of 3-5 kms per day on uneven terrain and lift up to 15 kilograms
- Working knowledge of local flora and fauna and the natural history of the region
- Ability to perform administrative duties that includes maintaining and preparing records and reports electronically
- Demonstrated proficiency in computer skills including Microsoft Office and database management.
- Ability to work well both independently and effectively in a collaborative team environment
- Recommended experience working and living in a residential camp setting

PREREQUISITES:

- BA in Environmental Education or Outdoor Recreation & Tourism Management, or equivalent training and certification
- 5+ years of experience in the field of environmental and/or outdoor education, environmental interpretation and/or outdoor leadership involving school or visitor programming
- Preference for certification in the following areas: low ropes/challenge course facilitation, canoeing, hiking, field-based group management
- CPR and Occupational First Aid Level 2 or equivalent required
- Class 5 Driver's license required, Class 4 license preferred
- Current Criminal Record Check

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, the centre is seeking experienced, highly motivated environmental education enthusiasts to support our Outdoor School and Field School programs and activities.