

WELLNESS SUPERVISOR

OVERVIEW

The Wellness Supervisor (WS, formerly Program Support Specialist) supports the well-being and social and emotional care of children and youth during the Outdoor School Program at Cheakamus Centre. Outdoor School 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. During program periods, a WS is on site and on-call 24/7. Duties are shared between two WS staff members, typically working alternating 12-hour shifts. The WS is a member of a staff team that values and fosters a mutually supportive work environment. This is a dynamic role that is well suited for someone who enjoys working with children and youth and is passionate about creating a welcoming and inclusive space for all.

This is a shift position, based on program bookings, requiring flexibility with shift times. Apart from 3-4 weekend programs throughout the school year, shift times fall within Monday to Friday each week.

PRIMARY DUTIES AND RESPONSIBILITIES

- Providing primary first aid response and care of elementary students and secondary school student counsellors
- Coordinating medical forms and managing medical-related communications with school staff, volunteers and other staff in a sensitive, confidential and professional manner
- Monitoring and communication of accurate special dietary requirements to all necessary departments/staff
- Supervising students and assisting in daily duties including meal service, educational programming, and other tasks at the Centre, as assigned
- Administering medications to students who require them, following directions provided by guardians and school contacts
- Liaising with program staff, visiting teachers and administrators, parents, etc. on program logistics and student concerns, some of which may be confidential in nature
- Assisting with administrative duties in support of programming and activities at the Centre
- Assisting with training, mentoring and providing feedback for youth counsellors and other volunteers
- Facilitating instructional program components as required
- Maintaining mobile and site based First Aid supplies including First Aid facilities (clinic) and inventories
- Assisting in overall Centre program operations as directed by the Educational Administrative Team

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience in providing first aid and social and emotional support to children and youth – preferably in an educational/outdoor/camp setting
- CPR and Occupational First Aid Level 2, Advanced Wilderness First Aid or equivalent
- Willing to submit a current Criminal Record Check, with Vulnerable Sector Check
- Post-secondary education in a related field, or equivalent knowledge and experience
- Minimum two-years of experience in delivering/supporting outdoor/environmental/recreation/overnight education program activities
- Ability to work varied shift lengths, including overnights and occasional weekends
- Work effectively independently as well as in a collaborative team environment
- Demonstrated success in problem solving and conflict resolution
- Highly organized and able to maintain and prepare electronic records and reports
- Demonstrated excellence in verbal and written communications with parents, students, teachers and other stakeholders
- Proficiency in computer and internet use including Microsoft Office and database management software
- Excellent time management skills

JOB TERM

October 2024 - May 2025 (excluding holidays and non-programming times)

CHEAKAMUS CENTRE

nature is in session

*The ideal candidate would also be available as a [Field School Program Leader](#). This role involves direct program facilitation during the Field School Season. This staff member would then transition into the WS 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** – Wellness and student support (overnight shifts required)
- **May-June: Field School** - program facilitation (day and evening shifts available)

JOB STRUCTURE

Two WS staff members will be employed during the Outdoor School Program, working on rotating 12-hour shifts, typically from 7:30 to 7:30. The WS will alternate working the day versus the night shifts each week. The day shift involves an extended workday, however the night shift is typically quiet once the students have gone to sleep. During the night shifts, the WS (alongside other staff) supports cabin counsellors with evening programs and cabin time. Once students and counsellors are asleep, the WS remains onsite and on-call, but is also able to sleep. Cabin accommodation is provided.

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 + occasional overtime, with an averaging agreement)
- Room, Board, & meal service included during shifted times (for overnight shifts)
- Benefits after 6 months of employment
- Staff discount at Listel Hotels and Listel owned restaurants
- Optional Room & Partial Board outside of shifted times (*rent at \$250.00/month*) - *please note: meals are only provided during programming periods*

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.

APPLICATION PROCESS

Email a cover letter stating which position you are applying for, why you are the best person for this opportunity and how you will use your skills and experience to ensure the health and wellbeing of the students, along with your résumé to: jobs@cheakamuscentre.ca



Please include “Wellness Supervisor” in the subject line of your email. If you are interested in multiple positions, please provide all the positions you are interested in and rank them in order of preference.

APPLICATION DEADLINE

July 19th or until filled. Two positions available.

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