

## **CULTURAL PROGRAM COORDINATOR**

### **OVERVIEW**

The Cultural Program Coordinator (CPC) is responsible for the overall delivery of Coast Salish-based cultural programs at Cheakamus Centre, including the overnight Skw'unc-was program, One-Day Cultural/Blended programs, and other Cultural Add-ons. This entails a wide range of duties from supervising and communicating program operations and logistics, administrative duties such as planning, scheduling and evaluations, to the day-to-day support of staff for, and direct facilitation of, cultural programs for children and adults. As a liaison between the Program Administrative Team and the Cultural Program staff, the CPC is responsible for fostering a positive and supportive working environment where teamwork and collaboration are valued.

### **REPORTING RELATIONSHIP**

The Cultural Program Coordinator is employed by Listel Canada and reports to the Program Manager.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Take the lead, and work collaboratively with the Program Manager and Education Director, on the planning, facilitation, support, and evaluation of all Cultural and related programs, including some program development and design
- Provide coordination of, and instructional assistance to, cultural program staff and volunteers
- Create and coordinate schedules, post sign in/out sheets, process payroll hours, and provide human resources assistance (e.g. performance management and action plans)
- Recruit and hire cultural program staff and support their training, development and delivery of instructional practices and program content, with assistance from Program Administrative Team
- Communicate effectively with teachers and adult volunteers regarding program logistics and details
- Plan and facilitate training sessions for staff and parent volunteers
- Prepare, maintain, and monitor program specific tools, materials and facilities, including ordering of program supplies
- Assist with the confirmation of invoicing details, and other financial duties as they relate to program delivery and budget
- In consultation with Sales and Marketing department, develop outreach materials and resources supporting current and new programs
- Support the integration of First Nations content into other Programming areas
- With support from Program management, develop and implement a staff recruitment and community engagement plan

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated strong interest in First Nations cultural learning and teachings
- Experience in cross-cultural management an asset
- Knowledge of Skwxwú7mesh (Squamish) and Coast Salish cultural practices and local history an asset
- Excellent communication, public speaking and inter-personal skills
- Experience in delivering and supporting Cultural or Outdoor programs
- Ability to work varied shift hours including occasional weekends and overnights
- Demonstrated success in problem solving and conflict resolution
- Strong time-management and organizational skills
- Understanding of risk management principles and protocols in a residential learning environment
- Demonstrated proficiency in computer skills including Microsoft Office and the ability to perform administrative duties that includes maintaining and preparing records and reports electronically
- Ability to perform a variety of physical tasks including working outside for long hours, in all weather conditions, some lifting and walking for distances greater than 2 kilometers

## **PREREQUISITES**

- Valid First Aid and CPR certification- Preferred Occupational First Aid Level 2, or Wilderness First Aid equivalent
- Education in a related field or equivalent knowledge and experience
- Minimum two years' work experience in a cultural interpretation/outdoor educational or overnight learning environment
- Experience with staff/volunteer supervision and cross-cultural management an asset
- Access to reliable transportation for varied shifts at a site not accessible by public transportation
- Current Criminal Record Check, including vulnerable sector

## **HOURS**

- Average 35 hours/week with a range between 30-50 hours during different seasonal periods
- During peak program season longer shifts and occasionally acting as the overnight on-call supervisor will occur; when no programs are on-site, a more flexible schedule can be planned.

## **JOB TERM & START DATE**

- Anticipated contract dates: August 27, 2018 to July 5, 2019
- 44 weeks total, with an unpaid week of Dec 24-28, 2018
- This is a salaried position, with shifts based on program bookings, which requires flexibility and involves morning, day, evening and occasional weekend hours, depending on booking specifics.

## **COMPENSATION/BENEFITS**

\$32,500 salary for contract length, paid out bi-weekly as per Listel payroll schedule + MSP coverage and extended benefits provided following standard probationary periods

## **ABOUT US:**

Cheakamus Centre is a unique environmental learning Centre designed to provide exceptional learning and hospitality experiences inspired by nature. Situated on 420-acres of ecological reserve in the Cheakamus River Valley near Squamish, BC, Cheakamus Centre is seeking experienced, highly motivated, environmental education enthusiasts to support our Outdoor School and visitor environmental education programs and activities.

## **APPLICATION DEADLINE**

Until position filled

## **APPLICATION PROCESS**

Please 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 'Cultural Program Coordinator' in the subject line of your email.

**If you are interested in Cheakamus Centre's Coast Salish programs but do not hold the requirements for this Coordination position, please inquire about Cultural Program staff and internship positions.**

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