

HEAD COUNSELLOR - INTERNSHIP

OVERVIEW

The Head Counsellor volunteer internship position plays a supporting role for the educational programming at Cheakamus Centre. Under the direction of the Environmental Program Coordinator and the Counsellor Supervisor, duties to be undertaken will include being part of a team that creates safe, fun and memorable experiential learning programs for all involved, acting as a mentor for high-school aged volunteer counsellors, assisting with recreation programs during the afternoon and evening, assisting with training and supervision of counsellors, and other duties as determined necessary by the Education Programs Administration Team.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist program staff to prepare, supervise and facilitate recreation programming (afternoon & evening programs which may include campfires, games, canoeing, etc.)
- Assist program team to train, mentor and supervise high school counsellors
- Occasionally assist with other educational programs at the Cheakamus Centre in a facilitation role
- Assist program staff to create and update program and workshop materials
- Assist orientating and training other interns and visiting teachers
- Liaising with visiting teachers and program staff regarding any program or student concerns
- Assist in creating weekly photo slideshows for presentation and distribution to visiting schools
- Assist with counsellor feedback, evaluation summaries, and performance reviews
- Assist with the coordination and facilitation of special events
- Other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- First Aid Certificate – OFA Level I
- Willing to submit a current Criminal Record Check, with Vulnerable Sector Check
- Experience working with children and/or youth in outdoor educational setting
- Experience leading outdoor recreation activities
- Strong interest in developing leadership skills
- Works effectively independently and in a collaborative team environment
- Ability to work varied hours including **evenings and occasional weekends**
- Friendly, positive and enthusiastic approach
- Strong communications skills
- Comfortable living and working in a shared residential setting

DESIRED SKILLS AND EXPERIENCE

- Experience mentoring youth
- Strong interest in West Coast ecology and its natural & cultural history
- Experience with the Outdoor School program, and its mission, vision, values and goals (www.cheakamuscentre.ca)
- Good computer skills, including Microsoft Office, and slideshow creation

BENEFITS OF POSITION

The Head Counsellor will gain valuable experience:

- Facilitating outdoor education programs, and creating/updating program related materials
- Developing strong leadership skills through direct supervision and mentorship
- Supervising children and youth in outdoor/overnight programs
- Learning to problem-solve and deal with student conflicts with support from program staff
- Building confidence and public speaking skills
- Developing educational program materials
- Obtaining knowledge of local natural and cultural history

VOLUNTEER INTERNSHIP TERMS AVAILABLE for 2018-19

This position lives on-site due to potentially varied work hours, though the majority of work shifts will be in the 1pm-9pm range (weekly hours to average 32-40 hours per program week)

- **Fall:** Sept 27, 2018 to Dec 20, 2018
- **Winter:** Jan 7, 2019 to March 21, 2019

JOB LOCATION

Cheakamus Centre, Brackendale, BC (near Squamish)

COMPENSATION

Room & partial Board, outdoor environmental education and leadership training, plus an honorarium is provided upon completion of the Term.

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, Outdoor School is the flagship K-12 program at the Cheakamus Centre, a world-class learning centre that brings together the values of environmental stewardship and sustainability to support an exceptional program of experiential outdoor education and hospitality.

APPLICATION PROCESS

Email a cover letter that:

1. indicates which position you are applying for
2. shows a *ranking of your order of preference between the **three** work terms available.*
3. and states why you are the best mentor and role model for high-school leaders for this opportunity,

Along with your résumé to: jobs@cheakamuscentre.ca

APPLICATION DEADLINE

- As position fills

Please include 'Head Counsellor' in the subject line of your email.

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