



November 11, 2021

**Program Coordinator, Summer Camp and Outdoor Education
YMCA-YWCA Outdoor Centre – Camp Thunderbird**

Classification: Seasonal Full Time (Term)
Placement: March – August 2022 (negotiable)
Wage Range: \$152-\$192/day

Nature and Scope:

YMCA-YWCA of Vancouver Island's Outdoor Centre offers outdoor education and camping experiences for children, youth, and adults. The 800-acre property provides a unique opportunity to experience nature and engage in active programs in a wilderness setting. The cornerstone programs of Outdoor Education and Summer Camps (Camp Thunderbird overnight and day camps) benefit from site amenities that include archery ranges, a private lake with swimming and boating docks, extensive hiking trails, natural rock-climbing crags, low ropes course elements, and the capacity to accommodate over 200 people. Located near Sooke, there is access to remarkable sea kayaking, canoeing, and hiking areas across Vancouver Island. With a well-earned reputation as a provider of quality wilderness experiences, and recent investments in infrastructure, the Outdoor Centre is positioned to expand the scope of programs offered to the community.

Reporting to the General Manager, the successful applicant will be a key member of the Branch leadership team. Working within a management team structure that provides support, supervision, and direction to 50+ front-line program staff and volunteers, this person will provide direct support for the Summer Camp and Outdoor Education programs. The current programming scope includes: leadership development; nature craft; team building; outdoor adventure; ocean, lake, and land-based out-trips; and experiential science and nature education. This position requires a self-starter who is motivated, organized, and capable of creating a positive sense of belonging for all participants and staff. NOTE: Barring COVID-19 restrictions or unforeseen events, the successful candidate will live on-site (accommodation is provided) during our peak program season (approximately late-April to August).

Responsibilities:

- Ensure operations adhere to YMCA Camping and BCCA accreditation standards in program and service delivery, in collaboration with the General Manager and Program Manager.
- Provide oversight and leadership in the development, implementation, and delivery of child/youth overnight and day camp programs.
- Support the recruitment, selection, and training of new employees/volunteers, offer continual coaching, and provide performance management feedback and support.
- Ensure compliance with Association and Camp policies and procedures including Child Protection.
- Build and maintain relationships with campers, parents, students, school officials and the public
- Contribute to the development of new programming in keeping with the Operational Plan
- Supervises effective health, safety, security and risk management policies and procedures (responsible for the safety of large groups of children/youth, adults, staff, and volunteers)
- Provide day-to-day leadership for the staff team as directed by the General Manager; provide



direct program delivery as required

- Serves as Duty Manager and performs other tasks as required
- All staff assist with cleaning, maintenance and food services tasks as required

Qualifications:

- Professional Experience – minimum of 3 years Camping experience in a leadership role; YMCA-YWCA experience (or in a comparable camp operation) is preferred.
- Education – University degree in Education, Outdoor Recreation/Management, or a related field preferred; advanced outdoor leadership training is an asset (e.g., NOLS, COLT, OB).
- Certification as a SKGABC Level 2 Guide (or equivalent) and NL are desirable.
- Demonstrated ability to effectively manage risk in a multi-faceted, complex environment – including operating in remote, isolated locations.
- Demonstrated knowledge related to healthy child and adolescent development.
- Human Resources management experience.
- Strong communication skills including the ability to resolve challenging situations.
- Strong computer skills (MS Office software).
- Occupational First Aid Level 3 or equivalent certification is required (possess or willing and able to obtain).
- Class 4 BC Driver’s License, clean driver’s abstract & unrestricted use of a personal vehicle required.
- Clean Criminal Record Check with Vulnerable Sector clearance is required.
- Proof of full COVID-19 vaccination is required.

Competencies:

- Commitment to Organization Vision and Values
- Commitment to Health and Safety
- Customer Service
- Teamwork
- Planning and Organization
- Communication
- Problem solving

To Apply:

Applications will be shortlisted for interviews as they are received. Applications will be accepted until a suitable candidate has been selected. Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Please indicate in your cover letter how you heard about this position.***
- 2. We thank all applicants, but only short-listed candidates will be contacted.***

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.