



CAREER POSTING – Outdoor School Coordinator

Posting will remain open until Filled!

About Us:

Camp Jubilee boasts over 128 acres of oceanfront and is situated on the scenic Indian Arm in North Vancouver BC. It is a water access camp facility located a short boat ride from Deep Cove and welcomes over 8000 guests per year. It is a place to experience a truly West Coast adventure all within a short distance of Vancouver. Camp Jubilee offers a range of outdoor activities including Outdoor School Programs, Rental Retreats, Day Trips, Summer Camps and Leadership Programs.

Outdoor School Coordinator

The Outdoor School Coordinator at Camp Jubilee is responsible for overseeing all aspects of our Outdoor School program. This person would be involved in creating the weekly and monthly schedules, planning and implementing staff training, and supervising the program staff on a day to day basis.

During the spring months & fall months, this individual will mentor and support the program staff team providing leadership and guidance to a team of 20 – 25 staff. They conduct staff meetings 2 times/week and communicate with all levels of staff daily. The Coordinator will also host school groups and instruct as needed. For July & August, the Outdoor School Coordinator will support the Summer Camp Coordinator as needed.

The Coordinator is supported by Program and Activity Supervisors. This leadership team will encourage and motivate the staff, answer questions, conduct performance reviews, resolve any disputes, and provide ongoing leadership. This team ensures that the program department is following our operational procedures and safety policies as outlined in our manual.

Accountability:

The Outdoor School Coordinator reports to the Program Manager/Operations Manager.

Education and Experience

- Minimum of 3 years coordination/supervision experience, preferably in a camp/tourism setting.
- Recent and successful experience managing similar programs and services.
- Relevant education in business, camping and/or social services sector is preferred.
- Clear Criminal Record Check (including Vulnerable Sector Search).
- Strong experience and demonstrated success in mentoring staff, program development, safety/security and guest services.
- Excellent written and verbal communication skills including above average comfort with computers and the ability to write reports, proposals etc.
- Valid class 5 drivers license and access to a personal vehicle.

Preferred Certifications (Or Willing to Obtain)

- Advanced First Aid (OFA 3)
- ACCT level #2 or equivalent
- Passenger Boat Operator (SVOP, MED, VHF)
- Voyageur Canoe Certification (Skipper)
- Kayak Instructor Certification

Sampling of Responsibilities:

- Ensure the 24-hour safety of all guests and staff
- Ensure high level of standards in all areas
- Ensure that all supplies, equipment and areas are kept clean and organized
- Support program instructors to ensure programs follow approved lesson plans
- Make judgments on program cancellations for safety reasons
- Provide above average support to all guests
- Create schedules, reports and other materials

Core Competencies:

Program Planning – Can develop age appropriate programs and activities.

Communications - Can communicate clearly with succinctly in a variety of settings and styles; can get messages across that have the desired effect.

Customer Focus - Is dedicated to exceeding the expectations and requirements of both employees and guests; uses first-hand guest information for improvements in products and services; acts with guests in mind; establishes and maintains effective relationships with employees and guests and gains their trust and respect.

Decision Quality - Makes good decisions based upon a combination of analysis, wisdom, experience, and judgment; sought out by others for advice and solutions.

Initiative - Takes a proactive approach and is persistent and solution-oriented in overcoming difficulties or issues.

Interpersonal Skills – Communicates clearly, can build rapport, uses diplomacy and tact, and consistently practices active listening.

Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Team Building – Demonstrates strong collaboration and team building skills with a track record of building strong, enduring relationships at all levels.

Time Management – Able to effectively prioritize to produce timely, high quality results.

Salary and Benefits:

The annual salary will be commensurate with experience but is anticipated to be in the range of \$ 35, 000 - \$ 45,000, plus a benefits package including extended health care allowance, RRSP contribution, annual performance bonus, Cell Phone Allowance and 4 Weeks Paid Holidays

For more information or to apply please contact:

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