



Job Description: Outdoor Education Program Director

Overview: Terracentric is seeking a senior-staff person to join our team in the role of Outdoor Education Program Director. Located at the top of the Sunshine Coast, Powell River is a dynamic small city with incredible arts, culture, spectacular scenery and access to world-class outdoor recreation. See <https://powellriver.info/> The **Program Director** will primarily oversee the delivery of outdoor adventure and nature-based programming for children, youth and adults at a semi -remote Outdoor Education Centre. Additionally, the position will also participate in design and development of unique new programs for the clients we serve.

About Us: Terracentric has been a leader in Adventure Education programs and related services on Coastal BC for more than 20 years and this is an exciting time and rare opportunity to join our team in a key leadership roll. See <http://www.terracentricadventures.com>

Nature and Scope: During the spring, summer and early fall the Program Director will occasionally live on-site when supervising overnight programs. Integral to the job is the ability to supervise the daily operation of the site and programs to ensure the health and safety of participants and staff. The successful candidate will have strong supervisory and organizational skills and demonstrate excellent leadership qualities. The Program Director will be able to focus on customer service and relationship building with participants, students, teachers, support staff, parents and administrators while ensuring the highest quality of program delivery we are known for. 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 and communicate with all levels of staff daily. The Program Director will also host groups and instruct or facilitate as needed. She/he must have the ability and flexibility to adapt and integrate new ideas and his/her experience into existing programs at the Centre while finding ways to most effectively serve the changing needs of our participants. Wages and other benefits will be determined based on experience. Level of commitment is dependent on activity at the Centre however the position is full-time seasonal (9-month contract).

Responsibilities: Reporting to company owners, the Program Director will be responsible for the key operating areas of staff supervision/training & development, program development, program delivery and evaluation;

Marketing and Communications

- Maintain systems for tracking and storing relevant program paperwork such as participant health forms, attendance forms, staff files
- Assist in the development and administration of an annual promotional and marketing plan for both the summer camp operations and the outdoor Centre to meet established targets
- Assist with communications between the Centre and those who have booked programs: teachers, community groups, retreats and rentals etc.
- Maintain and develop written staff training manuals and other resources

- Assist with actively promoting opportunities for the involvement of people with diverse backgrounds and unique or special needs within the camp's programs

Staff Supervision and Management

- Hire, train and lead a strong seasonal staff team of instructors, camp leaders, lifeguards and other specialty roles in individual program activity areas
- Plan, lead and adapt staff training sessions
- Conduct check-in meetings with activity staff in order to consistently improve quality of program delivery
- Ensure effective communication between all levels
- Conduct periodic staff evaluations with the Centre Director
- Be on site at the Centre when the site is hosting programs, this will include overnight duties, as well as some evenings and weekends being an active, visual presence at program areas throughout program times
- Manage equipment and supply inventories as well as maintenance requests from individual program areas and ensuring all necessary materials/ supplies are purchased in advance
- Function as part of a creative team for managing ad hoc issues and challenges at Centre
- Assist with scheduling program activities
- Supervising program development and ensuring activity binders are kept up to date
- Visiting each activity area on a regular basis to ensure their safety, and that the activities are fun and engaging
- Using appropriate evaluation system to determine whether activities effectively meet goals

Safety

- Ensure that the Centre's Health, Safety Awareness and Risk Management standard operating procedures are followed and plans are implemented as completely as possible at all times
- Manage any emergency situations in the absence of the Centre Director
- Manage escalation of behaviour management issues on site as required
- Promote a strong safety awareness among all staff
- Along with directors, planning and delivering all emergency procedure training with on-site staff.
- Ensure activity areas are clean, tidy, and safe before and after each session
- In rotation with the other Senior staff, providing "On Call" coverage (can be contacted by phone or radio) from bedtime to Breakfast in case of emergency

Program Delivery

- Facilitate/ Instruct Outdoor Education Programs for groups as needed

Skills and Experience:

- Post-secondary university Degree in Recreation Management, Adventure Tourism, Education or a related discipline and/or an equivalent combination of education and experience
- Senior leadership experience (3-years minimum) in a residential camp or outdoor centre setting or related supervisory role
- Strong public relations skills and quality service training and experience
- Ability to act under pressure and keep a clear head
- Excellent leadership skills, understanding and ability to be a positive role model, practicing patience and self-control. Must be able to "walk-the-talk"
- Excellent verbal and written communication skills
- Understand all relevant standards and legislation regarding the safe and appropriate operation of a residential camp

- Possess a strong work ethic and excellent organizational skills
- Proven ability to work independently as well as a part of a team
- Ability to proactively manage multiple work tasks in a timely manner
- Ability to play a key role in the recruitment support and management of a seasonal camp staff team of 20
- Must possess strong computer skills, basic book keeping and data management experience, with a good working knowledge of Microsoft Office
- Must possess a clear driving record & Class IV an asset
- Provide a clear Criminal Record/Vulnerable Sector Check, Child Abuse Registry Check, Employees are also required to attend Child Protection Training
- Previous experience in an overnight camping environment is an asset
- Previous experience in outdoor education is an asset

Certifications Required:

- Class 4 driver's license. (Can be obtained upon hiring)
- Paddle Canada Canoe/SUP/Big Canoe / Ropes Course / Sea Kayak Certification
- Wilderness First Aid (min. 40 hours) (Can be obtained upon hiring)

Position Type: Full-time 12-month contract

To Apply: Send self-designed cover letter, resume and list of references to Hugh Prichard, Executive Director. Terracentric Coastal Adventures Ltd. PO Box 146, LUND, BC. V0N 2G0 or by e-mail

Office@terracentricadventures.com Thank you for your application but only those qualified candidates short-listed for an interview will be contacted.

Closing Date: Open until filled