



Positions:	Outdoor School Coordinator
Employment Term:	Regular Full Time Year Round
Living Situation:	Room and Board provided on site while working
Reports To:	Operations Manager
Salary and Benefits	Salary - Under Review – Please indicate salary expectations! <ul style="list-style-type: none">• 4 Weeks Annual Vacation• 5 Days Paid Sick Days• RRSP Match Contribution• Annual Performance Bonus• Medical/Dental Contribution• Professional Development Plan• Cell Phone Reimbursement• Room and Board (when working)

Qualifications:

- Education in social work, recreation, teaching, business management or other related fields.
- 2+ years experience designing, coordinating, and supporting programs for children.
- Experience working with Children and Youth in an outdoor/residential setting is preferred.
- Criminal Records Check ensuring suitability to work with children.

Certifications:

- Minimum of or willingness to obtain Occupational First Aid Level 2 **(OFA 3 Preferred)**
- Willingness to obtain a “Small Vessel Operator Proficiency” Certification
- Paddle Canada Kayaking Instructor Certification **(Preferred)**
- High Ropes Belay Training Level #1, Level #2 preferred **(Offered at Camp Jubilee)**
- Voyageur Canoe Training **(Offered at Camp Jubilee)**
- Marine Emergency Duties Training **(Offered at Camp Jubilee)**



About Camp Jubilee

Camp Jubilee is in North Vancouver. We are a boat access camp that transports guests and staff to/from Cates Park. Camp Jubilee operates from March 1- October 30 annually and caters to school, youth, family and adult groups. We have 128 acres of waterfront property with 180 guest beds and approx. 40+ staff members. This opportunity will last the full length of our season and will see any successful applicants transitioning roles during our Summer Camp program. Camp Jubilee staff in all positions are expected to be always respectful and professional. This includes treating colleagues and guests kindly, wearing a staff uniform, following Camp Jubilee policies, and helping to create a warm and positive community for others.

Camp Jubilee - Outdoor School Coordinator

Our Outdoor School program makes up the vast majority of guest groups that attend Camp Jubilee outside of summer camp. Most weeks during the season see us consistently hosting up to six different school groups and more than 130 guests at a time. The nature of this program requires a lot of logistical work to ensure a smooth and incredible experience for our guests. From drafting the first program plan, to scheduling the staff, to hosting the groups when they arrive on site, we strive to ensure that every interaction our Outdoor School guests have with us enhances their experience so that they end up departing our site feeling that they had an unforgettable time.

The Outdoor School Coordinator will be responsible for overseeing the execution of all aspects of our Outdoor School program. This includes creating program plans based on the activities guests have booked, scheduling the appropriate staff to execute the program plan, hosting and liaising with guests to keep their program organized and on schedule, and providing the support needed to our program instructors so they are enabled to provide the best possible experience.

On any one day of Outdoor School at Camp Jubilee there are many variables that are relied on to keep our programs on schedule. This is especially applicable as we are a boat access only camp. A large part of the Outdoor School Coordinator role is to adjust to these changing variables on a daily basis and adapt the programs as necessary to provide the fun, safe, and educational experience we strive to give



to our guests. Adaptability will be important in this role as will the ability to strategize and implement policies to minimize the amount of variables that can change and affect the Outdoor School programs.

This a supervisory role that will require a high level of organizational and time management skill. Successful applicants will be responsible for the overall supervision of the staff team in conjunction with the Program/Summer Camp Coordinator and Operations Manager. A suitable Outdoor School coordinator is kind, approachable, and personable. It is important that staff members feel comfortable interacting with the Outdoor School Coordinator on a consistent basis. The Outdoor School Coordinator should also be receptive to staff feedback and be comfortable communicating directly with the other members on our staff team. It is an important that the Outdoor School Coordinator can act as a role model on our team and encourage/assist our staff team to learn, grow, and have fun in their work.

Sampling of Responsibilities:

- Host Outdoor School groups on site
- Create program plans/schedules for groups and complete other related administration tasks
- Supervise, support and mentor the staff team and be the lead supervisor on site
- Lead activities when necessary
- Ensure all Outdoor School programs are being executed in a fun, safe, and educational manner
- Provide high level first aid care when necessary
- Be comfortable driving our camp boat for staff runs when needed
- Participate in manual labour work when needed (food order, site preparation, etc.)

For more information or to apply: Campjubilee.ca/employment