

TITLE: Program Facilitator

LOCATION: Tribune Bay Provincial Park, Hornby Island, BC

DURATION: Part-time May 1 to August 31 or October 15, 2023, flexible hours and includes evenings and weekends.

CENTRE OVERVIEW: The Centre is operated by Tribune Bay Outdoor Education Society, a non-profit, charitable organization that holds a Park-Use Permit for 17 acres within the Tribune Bay Provincial Park. The Centre features a historic lodge with commercial kitchen, dining hall, and a separate staff lounge with full kitchen. Accommodations include camping areas, indoor heated cabins, yurts and a variety of winterized staff accommodation with washrooms ranging from small private dorm rooms to cabins. The Centre offers single or multi-day experiential education trips for youth and families, and business team building retreats. We work with local school districts to deliver curriculum-related programs, collaborate with nonprofits in British Columbia to offer unique camps, and run custom retreats for many private organizations.

Society Vision: Tribune Bay Outdoor Education Centre inspires you to discover your potential through learning in the natural environment.

Society Mission: In a unique, natural setting, we promote environmental stewardship and foster personal growth by offering ocean, island, and forest learning experiences to people of all abilities.

DESCRIPTION OF DUTIES: The *Program Facilitator* team will work under the *Program Coordinator* and *Program Manager* to deliver quality outdoor experiences to youth, families, and adults, as well as assisting in the day to day operation of the site. This includes generally being a host for all groups at the Centre, facilitating programs, and maintaining the property. The Program Facilitator(s) will be responsible for their own group of participants and ensure that Centre program objectives are met: pursuing high educational quality, following risk management protocols, and adding an ingredient of fun.

Programs led by the Program Facilitators include but are not limited to:

- Sea Kayaking
- Stand-up Paddleboarding
- High Ropes Challenge courses
- Rock Climbing on a constructed tower
- Forest and Beach Studies
- Group games
- Campfire program
- Environmental education (e.g. stewardship guidelines, recycling, and water conservation)
- Guided Hikes
- Orienteering
- Low Ropes Challenges
- Team Building

Program Facilitators responsibilities also include:

- Assisting with meal delivery (e.g. serving food at meals, help with clean up for large groups)
- Maintaining the property (e.g. cleaning personal and guest accommodation, raking, and small projects)
- Other tasks as directed by supervisors

Our highest priority is the health and safety of our staff and guests. Extra protocols are in place this year to ensure we meet high cleanliness and safety standards in response to COVID-19.

EMPLOYMENT REQUIREMENTS

- Fluency in English
- Current First Aid/CPR C certification
- Paddle Canada Sea Kayak skills level 1 and SUP certification or extensive personal experience.
- Rope belaying experience (outdoor or indoor climbing gym)
- Extensive experience working with or leading youth/adults
- Strong leadership, communication, and organization skills
- Leadership experience and/or extensive personal abilities in our program areas
- Physically fit for strenuous work and comfortable at heights/on the ocean
- Must be able to pass a criminal record check to work with children

ASSETS:

- Related degree/diploma/certification or current student in a related program
- Current class 4 driver's license with clean record
- Other languages (French, German, ASL, Japanese, etc.)
- Knowledge of ocean sciences or botany
- Musical/stage performance experience
- Working cell phone

WAGE: Minimum of \$17/hour. Wage includes on-site accommodation and food while groups are on site.

HOURS: Normally a five-day work week, long summer-camp-style days (could be split shifts, includes evenings and occasional weekends).

BENEFITS: On-site accommodation and cooking facilities included, food while groups on site.

Note: Staff need to reside on Hornby Island during work week, food is your responsibility outside of scheduled hours and when centre kitchen is closed.

SEND RESUME AND COVER LETTER TO info@tribunebayoutdoored.ca

Other positions available include Lead Cook and Kitchen Assistant. Send any questions to the email above.

DEADLINE: March 31, 2023 or until suitable candidate(s) found.