

TITLE: *Admissions and Community Liaison* **LOCATION:** Tribune Bay Provincial Park, Hornby Island, BC

DURATION: Full-time April to October. Part-time November to March.

CENTRE OVERVIEW: The Centre operates on 17 acres within the Tribune Bay Provincial Park. The Park features include a historic lodge with industrial 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 experiential education activities for youth, families and some adult-only programs. Programs include high and low ropes challenge courses, climbing/rappelling (on a 55 ft. tower), 12-person adventure boat tour, hiking, ocean kayaking, stand-up paddle boarding, orienteering, forest and intertidal environmental education, team building programs, educational role-play games, campfire programs and others. The Centre also offers short-term academies.

DESCRIPTION OF DUTIES: The *Admission and Community Liaison* will support the *Business Manager* in building partnerships and recruiting customers for the Centre.

Areas of responsibility include:

- Sales (delivering presentations to schools and youth organizations)
- Communication (booking groups, emails and phone calls, in person meetings with potential customers)
- Leading seasonal programs and camps
- Maintenance, food services, and program facilitator support
- Reporting to supervisors

EMPLOYMENT REQUIREMENTS

- Working ability in English
- Degree or relevant experience working with non-profit organizations
- Minimum 2 years work in youth program delivery or similar experience
- Excellent communication, organization skills as well as a flexible and dependable team player
- Must be able to pass a criminal record check to work with children

ASSETS:

- Related certification or current student in a related program
- Sales and communication
- Interest in environmental sustainability and reducing waste
- Other languages (French, German, ASL, Japanese, etc.).
- Experience or certification in kayaking or stand-up paddle boarding, rock climbing or high ropes course
- Experience working with children, youth and families
- Experience working in a commercial kitchen and/or large property maintenance (farm, camp, provincial park, etc)

WAGE: \$18-21/hour part-time; a rate of \$144-\$168/day during May to September

BENEFITS: Free on-site accommodation, utilities and most meals* while groups in residence. *May not be able to offer some special diets.

Note: Staff need to reside on Hornby Island during the May to September season.