



Lake Park Society
1100 Comox Lake Road,
PO Box 1389
Cumberland, BC V0R 1S0

Park Interpreter Job Description

Job Title: *Park Interpreter (PI)*

Reports To: *Director of Education and Events (DEE)*

Compensation: \$25 per hour plus 4% vacation pay in lieu

Work Hours: Full-time (35 hours per week), including both weekend and weekday shifts

Start Date: April 25th, 2024

End Date: September, 2024

Lake Park Society and Cumberland Lake Park Campground

Cumberland Lake Park and Campground is a popular gathering spot offering sandy beaches, front country camping, a boat launch, climbing crags and hiking trails in the beautiful Comox Valley, on Vancouver Island. Cumberland Lake Park is located on Comox Lake, 4 km west of the Village of Cumberland, on the unceded traditional territory of the Pentlatch, E'iksan, Sasitla and Sathloot peoples of the K'omoks First Nation.

Cumberland Lake Park Campground has been operated by a non-profit society, Lake Park Society (LPS), since 2015 with a mission to create wonder and connection through outdoor experiences. The park is an inspiring setting for outdoor learning. LPS staff have facilitated acclaimed, seasonal outdoor programs for over five years, serving youth and families from the Comox Valley and beyond. More information can be found at cumberlandlakepark.ca.

Job Description

LPS is seeking a *Park Interpreter (PI)* for our 2024 summer season. The PI administers and delivers established outdoor programs and community events in collaboration with the *Director of Education and Events* and other LPS staff. This will include developing and presenting engaging nature-based programs for park visitors, facilitating after-school clubs, school programs, Big Canoe tours and summer camps, as well as organizing evening speakers, movie nights and live music events. The park interpreter may also assist with campground front desk and operational duties, if required.

Lake Park is looking for candidates who are passionate about outdoor, place-based education and community building. We value effective communicators and reliable collaborators who bring the skills and experience to grow our programs.

Schedule and Compensation

Shifts occur on site, at Cumberland Lake Park between April 25th and September 3rd. Additional post-program season work may be available in the fall. Hours are variable, depending on program needs, and will include shifts on both weekdays and weekends of up to 8 hours, between 8:00 AM and 10:00 PM. The PI should expect to typically work from Monday to Friday in May and June, and Thursday to Monday in July and August.

The wage for this position is \$25 per hour. Returning staff are eligible for a \$350 end of season bonus. All summer camp staff are eligible for discounted LPS water sports rentals from May to September.

Duties and Responsibilities

The *Park Interpreter* will be expected to:

- Administer, coordinate and deliver Lake Park Society's summer community programs, which may include:
 - Promptly responding to email and phone communications from LPS staff, participants and community members
 - Developing and delivering programs for kids and adults
 - Developing resources such as activity kits, documentation, guides and policies
 - Liaising with contractors, LPS staff and other third-parties
 - Maintaining equipment and resources throughout the program season so they are organized, clean, available and in good working order
- Manage risk and participant safety during programs, in accordance with industry standards and LPS's safety policies. This includes, but is not limited to:
 - Monitoring and managing hazards,
 - Completing, tracking and following up on incident reports
 - Monitoring and adapting programs to changing environmental conditions
 - Establishing, modeling and enforcing expectations for participant behavior
- Complete pre- and post-program duties, including:
 - Communicating with participants, parents and caregivers
 - Set-up and take-down of programs materials and equipment
 - Daily staff planning and debrief conversations
- Attend all mandatory training dates and follow LPS staff policies
- Treat all staff, guests, participants and the public in a respectful, inclusive manner
- Carry out other related duties as required

Requirements

Candidates must:

- Meet Canada Summer Jobs (CSJ) Grant funding requirements, specifically:
 - between 19 and 30 years old,
 - Canadian citizens, permanent residents, or refugees, and
 - legally entitled to work in Canada (international students are not eligible)
- Have valid first aid certification at the Occupational First Aid Level 1 (OFA-1) and CPR C standard or higher, with preference for candidates hold Remote First Aid or higher
- Have Paddle Canada "Intermediate Big Canoe Leader" certification. LPS will offer this course on April 26th and 27th, 2024 at no charge for new staff who require training
- Provide a clear and valid criminal record check
- Have reliable transportation for local, off-site work
- Demonstrate an enthusiastic willingness complete strenuous, physical work, outside, in varying conditions

Desired Qualifications and Experience

Preference will be given to applicants with:

- Previous experience in education and/or youth outdoor program planning and delivery
- Previous experience working with children and/or youth aged 4-17
- Knowledge, training or experience with outdoor recreation, guiding, or natural history
- Lifeguarding or water safety training
- Administration, customer service or project management experience

Equity Seeking

LPS is currently a settler-led organization that values equity, diversity, inclusion. We acknowledge systemic barriers exist in outdoor and educational spaces. LPS is particularly interested in hearing from applicants who bring diverse perspectives, lived experiences, and justice-informed approaches to their work. We encourage applications from 2SLGBTQIA+, Indigenous, Métis and BIPOC people.

Application

To apply, please forward your resume, a short cover letter, and the contact information for three professional references to Stuart Higgs (*Director of Education and Events*) by email to education[at]clws.ca. We thank all candidates for their interest. Only those selected for an interview will be contacted. Interviews will continue on a rolling basis until the position is filled.