



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

Senior Instructor Job Description

Job Title: *Senior Instructor* (SI)

Reports To: *Program Coordinator* (PC)

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

Work Hours: Variable, weekend and weekday shifts (28-35 hours per week)

Start Date: April 25th, 2024

End Date: September 2, 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 *Senior Instructor* (SI) to deliver our spring school programs and summer camps. LPS school programs are established forest and water-based outdoor education day programs, delivered primarily to School District 71 elementary students. LPS summer camps are exclusively outdoor, nature-based, week long, day camps. Over 300 participants are expected to attend our Wiggler (ages 4 and 5), Scamper (ages 6 to 9), Rambler (ages 8 to 12) and Camp Kin (LGBTQIA2S+) programs in 2024.

The *Senior Instructor* is a key member of the education staff team and critical to the success of our programs. Lake Park is looking for candidates who are passionate about outdoor education and nature-based programming. We value strong communicators and collaborators who can bring the skills and experience to continue building our programs.

Schedule

Work occurs on site at Cumberland Lake Park. The *Program Coordinator* will be required to work four days (28 hours) per week, Tuesday to Friday, in May and June, and five days (35 hours) per week, Monday to Friday, in July and August, as well as occasional training dates that may fall outside a regular schedule.

Compensation

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

Duties and Responsibilities

Senior Outdoor Educator's will be expected to:

- Deliver LPS-developed nature-based day programs for children and youth;
- Manage risk and participant safety during programs, in accordance with industry standards and LPS's policies. This includes, but is not limited to:
 - Completing and submitting incident reports and other required paperwork,
 - Monitoring and adapting to changing environmental conditions,
 - Establishing, modeling and enforcing behavior expectations.
- Complete pre- and post-program duties, including:
 - Communicating with teachers and school staff;
 - Maintaining, cleaning and organizing supplies and resources used for programs;
 - Set-up and take down of programs materials and equipment;
 - Daily staff planning and debrief conversations.
- Assist in development of new curriculum, activities, and resources;
- 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:

- Be 19 years old, or older
- 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
- 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
- Knowledge, training or experience with outdoor recreation, guiding, or natural history
- Lifeguarding or water safety training

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.