



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

Program Coordinator Job Description

Job Title: *Program Coordinator (PC)*

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

Compensation: \$28 per hour plus 4% vacation pay in lieu

Work Hours: Variable, full-time (35 hours per week)

Start Date: April, 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 *Program Coordinator (PC)* for our 2024 season. The PC administers, supervises and delivers established outdoor education school programs and summer camps in collaboration with the *Director of Education and Events*. LPS School Programs are BC curriculum-aligned day programs, delivered primarily to School District 71 elementary students, in May and June. 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 (LGBTQIA2+) programs in 2024.

The *Program Coordinator* is a comprehensive role, involved in all aspects of LPS spring and summer programs, working closely with the *Executive Director* and *Director of Education and Events* (both part-time positions). The *Program Coordinator* directly manages a team of up to six staff and is the heart of our programs. The PC will be expected to, for example, conduct pre-season administration such as registration, outreach, scheduling, and site set up. In-season, this may also include managing time-sensitive logistics, staff supervision and training. Post-season responsibilities may include site clean up, equipment repairs, and program reporting. Lake Park is looking for candidates who are passionate about outdoor education, strong communicators and collaborators, and bring the skills and experience to continue building our programs.

This position may be divided into two separate positions, for the right candidate. See our *School Program Coordinator* and *Summer Camp Coordinator* job descriptions for more details. Preference will be given to a candidate who can fill both roles.

Schedule

Work occurs on site at Cumberland Lake Park. There is some flexibility in work schedule outside of the main program seasons, however the *Program Coordinator* will be required to work full-time (35 hours per week) for the duration of the contract. The ideal candidate will have availability in April and September, and the flexibility to adapt to the needs of a dynamic schedule.

Compensation

The wage for this position is \$28 per hour. Returning staff are eligible for a \$350 end of season bonus. All education staff are eligible for discounted LPS water sports rentals from May to September.

Duties and Responsibilities

The Program Coordinator will be expected to:

- Deliver Lake Park Society's outdoor programs for children and youth, including our School Programs and Summer Camps, which will include:
 - Following established curriculum and meeting target learning outcomes
 - Monitoring and adapting programs to changing environmental conditions
 - Modelling and enforcing expectations for participant behavior
 - Set-up and take down of programs materials and equipment
 - Daily staff planning and debrief conversations
- Manage risk and participant safety during programs, in accordance with industry standards and LPS's safety policies. This may include:
 - Monitoring and managing hazards
 - Supporting staff in applying best practices to manage risk
 - Responding to critical incidents
 - Completing, tracking and following up on incident reports
- Support the *Director of Education and Events* in the administration of LPS programs, which may include:
 - Promptly responding to phone and email communications
 - Managing staff and client scheduling, and program logistics
 - Training, supervising, and mentoring staff
 - Supporting registration, booking, and payment
 - Tracking and submitting expenses and invoices
 - Developing resources such as activity kits, documentation, guides and policies
 - Arranging site set up and tear down activities including erecting seasonal shelters, trail building and maintenance, vegetation planting and remediation
 - Maintaining equipment and educational resources throughout the season so they are organized, clean, available and in good working order
- 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:

- 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
- 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, and 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.

Keywords

Program manager, administration, supervisor, team lead, educator, instructor, facilitator, outdoor guide, forest school, nature school, outdoor education, conservation, stewardship, camp, summer camp, camp leader, camp counsellor, recreation, sport, coach, kids, youth, kayaking, canoeing, lifeguard, non-profit, not for profit, society