



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

## Job Description

**Job Title:** Park Interpreter

**Reports To:** Program Manager

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

**Work Hours:** 30 to 35 hours per week, Wednesday to Sunday

**Start Date:** May 1st, 2025

**End Date:** September 30, 2025 (possibility to end August 31, 2025)

### 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 the non-profit Lake Park Society (LPS) since 2015, with a mission to foster wonder and connection through outdoor experiences. Located in an inspiring natural setting, the park serves as a hub for low-barrier outdoor learning for people of all abilities. Programs explore topics such as climate change, resilience, and environmental stewardship, aiming to cultivate environmental literacy, awareness and hope.

### Job Description

The Park Interpreter administers and delivers established outdoor programs and community events. This includes developing and presenting engaging nature-based programs for park visitors, facilitating after-school clubs, school programs, Big Canoe watershed tours and summer camps, as well as organizing movie nights and live music events. The park interpreter also assists with campground front desk and operational duties, in the shoulder season.

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.

### Duties and Responsibilities

The Park Interpreter will be expected to:

1. Administer, coordinate and deliver Lake Park Society's summer programs, which may include:
  - o Promptly responding to email and phone communications from LPS staff, participants and community members
  - o Developing and delivering programs for kids and adults
  - o Developing resources such as activity kits, documentation, guides and policies
  - o Liaising with contractors, LPS staff and other third-parties
  - o Maintaining equipment and resources throughout the program season so they are organized, clean, available and in good working order

2. 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
3. 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
4. Complete campground front desk and operational duties during the shoulder season
5. Attend all mandatory training dates and follow LPS staff policies
6. Treat all staff, guests, participants and the public in a respectful, inclusive manner
7. 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 assist staff in accessing this course.
- 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

## **Work Environment**

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 9:30 PM. The Park Interpreter should expect to typically work from Wednesday to Sunday (28 to 35 hrs a week in May, June & Sep and 30 hrs a week in July and August).

## **Commitment to Diversity**

Diversity and inclusion are central to our values and our impact. We welcome candidates from all backgrounds and experiences to join us in advancing meaningful social impact.

**Application**

To apply, please forward your resume, a short cover letter, and the contact information for three professional references to Genevieve Burdett at [executivedirector\[at\]clws.ca](mailto:executivedirector@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, naturalist, camp, summer camp, camp leader, camp counsellor, recreation, sport, coach, kids, youth, kayaking, canoeing, lifeguard, non-profit, not for profit, society