

Job Title: Program Manager, Outdoor Education & Events

Compensation: \$34/hr with an annual cost of living increase

Work Hours: 16 hrs/week, with some flexibility required

Start Date: As soon as possible

Contract (possibility for renewal annually): January 2nd to Sep 20th

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. LPS is seeking a **Program Manager** to lead and coordinate our outdoor education programs and community events.

Key Responsibilities & Duties:

1. Program Coordination & Delivery

- Plan, coordinate, and oversee school programs, summer camps, park programs, and community events.
- Manage related park use permits and logistics.
- Oversee curriculum development and refinement to ensure engaging and inclusive programs.

2. Staff Leadership

- Recruit, hire, train, schedule, supervise, and review program staff.
- Provide leadership, cohesion, and continuity across programs and teams.
- Lead or assist with programs and events as needed (e.g., outdoor instructor, park interpreter, canoe tours).

3. Marketing & Outreach

- Coordinate program marketing efforts, including email campaigns, social media, print materials, and website updates.
- Conduct outreach to target organizations, community groups, and schools.
- Monitor and adjust marketing strategies based on registration trends.

4. Equipment & Resource Management

- Monitor, restock, purchase, maintain, repair, and replace program equipment within budget guidelines.

5. Administrative Duties

- Provide customer service related to programs and events: respond to inquiries, provide registration and refunds, and address participant concerns.
- Develop program policies and procedures, ensure compliance with safety standards.
- Oversee data collection, program evaluation, record-keeping, and budget tracking.

6. Partnerships & Community Engagement

- Maintain and develop partnerships with external organizations and local groups.

7. Additional Duties

- Perform other related duties as assigned by the Executive Director.

Requirements

- Valid first aid certification at the Occupational First Aid Level 1 (OFA-1) standard or higher
- Paddle Canada “Intermediate Big Canoe Leader” certification (LPS will assist staff in obtaining this certification)
- Current criminal record clearance
- Reliable transportation for local, off-site work
- Extensive experience and related education in outdoor education
- An enthusiastic willingness complete strenuous, physical work, outside, in varying conditions

Work Environment

This role requires a combination of office-based work (onsite and remote) and outdoor activities in various weather conditions. Flexibility to work some evenings, weekends, and holidays as needed. Weekly hours may vary, with some weeks requiring extended hours and others fewer, depending on program and event schedules.

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 cover letter, and the contact information for three professional references to [executivedirector\[at\]clws.ca](mailto:executivedirector[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.