

Job Description

Job Title: Senior Outdoor Instructor

Reports To: Executive Director

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

Work Hours & Schedule: 35 to 37.5 hrs/wk (Monday to Friday), occasional training dates and other work that may fall outside a regular schedule.

Start Date: May 1st, 2026

End Date: August 28th, 2026

Number of positions available: 2

Cumberland Lake Park Campground is a well-loved gathering place known for its beaches, shaded campsites, climbing crags, and lakeside hiking trails. Located on Comox Lake near the Village of Cumberland, the park sits on the Unceded Traditional Territory of the Pentlatch, E'iksan, Sasitla, and Sathloot peoples of the K'ómoks First Nation.

Owned by the Village of Cumberland, the park has been operated since 2015 by the non-profit **Lake Park Society** as a social enterprise dedicated to fostering wonder, connection, and low-barrier access to nature. The Society delivers a wide range of outdoor experiences, including summer camps, community music and movie nights, watershed canoe, and subsidized school programs that engage hundreds of students from across the Comox Valley. Learn more at cumberlandlakepark.ca.

Job Description

The Senior Outdoor Instructor delivers our spring school programs and summer camps. 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.

Duties and Responsibilities

The Senior Outdoor Instructor 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, modelling 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.

- Support the Executive Director in the administration of LPS programs, which may include:
 - Assist with training staff
 - Tracking and submitting expenses and invoices
 - Developing resources such as activity kits, documentation, guides and policies
 - Assisting with site set up and tear down activities including erecting seasonal shelters, trail building and maintenance, vegetation planting and remediation
 - Assisting with 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 Basic First Aid (formerly Occupational First Aid Level 1, OFA-1) and CPR C standard or higher, with preference for candidates hold Remote First Aid or higher
- Obtain Paddle Canada “Intermediate Big Canoe Leader” certification. LPS will provide this course on May 2nd and 3rd, 2026 at no charge for new staff who require training.
- Obtain LifeSaving Society Safeguard certification. LPS will provide this course to new staff.
- provide a clear and valid criminal record check
- demonstrate an enthusiastic willingness to complete strenuous, physical work, outside, in varying conditions
- one of the two candidates in this position must meet 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)

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

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 (preferably direct supervisors) by email 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.