



## **OUTDOOR PROGRAMS HEAD**

**Positions Available:** 1

**Reports to:** Glen Mhor Program Manager

### **GENERAL FUNCTION:**

The Outdoor Programs Head is responsible for the designing, implementation and supervision of Outdoor Living Skills and On-Site Trip programs which complement the Cairn Family of Camps philosophies, goals and programs.

### **KEY RESPONSIBILITIES:**

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- Design appropriate outdoor living skills lessons for camp sessions considering age and gender of campers and camp themes, teaching skills such as fire building, shelter building, no-trace camping, outdoor cooking etc.
- Design and lead sessions outside of the outdoor programs portfolio as requested by the Glen Mhor Program Manager, with support from the respective area head for program ideas.
- Offer and organize on-site trips for all cabins (coordinate supplies and food; choose a location with counsellors; teach campers how to set up tents etc.)
- With oversight by the Head Tripper, ensure proper organization, care and maintenance of tripping equipment and the Outpost.
- Assist counselling staff members in supervision of campers during swimming, canoeing and kayaking sessions by providing them with clear instructions and expectations.
- Develop resources and equipment for ongoing outdoor programming projects.
- Coordinate with the Glen Mhor Program Manager, Glen Mhor Program Coordinator, and supporting resource staff regarding scheduling and special sessions for all camps.
- Prepare and offer outdoor program sessions for any camper choice sessions.
- Assist resource staff and counselling staff by providing ideas and resources for outdoor program sessions they may lead.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

### **EXPERIENCE & QUALIFICATIONS:**

- A minimum of two years' experience as a camp staff member, or equivalent
- Knowledge, experience and/or interest with the natural world and out-tripping.
- Standard First Aid/CPR-C
- National Lifeguard Certification an asset
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to take a training course prior to the summer camp season.
- Level 1 Challenge Course Certification required, and/or a willingness to be trained in high ropes facilitation and the ability to pass the training courses.



- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work