



Outdoor Centre Program Coordinator

YMCA Wanakita

1883 Koshlong Lake Road
Haliburton, ON K0M 1S0

Starting Salary: \$34,320

Position Status: Full-Time with benefits and a complimentary YMCA membership

Placement: Immediate

Nature and Scope:

YMCA Wanakita is seeking an individual to fill the position of Outdoor Centre Program Coordinator. This position is a year-round role focusing on preparation and delivery of YMCA Wanakita's Outdoor Centre Program. The Program Coordinator will work closely with the Outdoor Centre Director as a leader among all YMCA Wanakita Outdoor Centre staff members and will assist with providing guidance and support to Wanakita's team of Program Instructors. The Program Coordinator will participate in key decision making on a regular basis impacting aspects of Outdoor Centre programming and in the absence of the Outdoor Centre Director will be responsible for the site and programs. This position will require the successful candidate to live in residence on site or locally in the Haliburton Highlands area. A room and board package is available.

Responsibilities:

- Demonstrate strong support and commitment to the mission and core values of YMCA Wanakita, the YMCA of Hamilton/Burlington/Brantford and the YMCA in Canada
- Ensure that Outdoor Centre operations and programs are safe and of high quality. This includes, but is not limited to, meeting and maintaining the following legislation, standards, frameworks: Workplace Violence and Harassment, AODA, YMCA Child Protection, Occupational Health and Safety Act, Ontario Camps Association Standards, OPHEA Guidelines, YMCA Recommended Practices
- Provide active input into program development, implementation and delivery
- Planning, delivery and facilitation of staff training
- Assist in creating and delivering staff development sessions
- Assist in preparing and orienting incoming staff to their roles
- Assist with program delivery and site maintenance
- Staff management, including regular feedback and evaluation, staff appreciation events and performance management support
- Coordinate and provide support to other staff members and departments in order to ensure effective operation of the Outdoor Centre, including site and program equipment maintenance
- Effective and timely administration and organization
- Liaise with groups prior to arrival to plan and coordinate the details of the experience

Organizational Overview:

The YMCA of Hamilton/Burlington/Brantford offers programs and services including health, fitness and recreation, family and children's services, camping and outdoor education, youth leadership development, a men's residence located in the Hamilton Downtown branch and international development education.

YMCA Wanakita, located in the Haliburton Highlands on Koshlong Lake, is a four season YMCA Camp and Outdoor Centre affiliated with the YMCA of Hamilton/Burlington/Brantford. Situated 2 ½ hours north of Toronto on a beautiful forested 1000 acre site, Wanakita operates (for the 10 weeks in and around July and August) as a summer residential children's camp, a summer day camp and a summer family camp. From September to June, Wanakita operates as an Outdoor Education, Recreation and Retreat Centre for schools, colleges, universities, families, adults, businesses, clubs and other special interest groups. Wanakita currently serves over 150 different groups annually.

YMCA Wanakita maintains 130 buildings and has accommodation and dining for up to 700 people during the summer months and up to 250 in the winter; programs and equipment for swimming, canoeing, kayaking, sailing, cross country skiing, snow shoeing, high/low ropes courses, wilderness and environmental programs, crafts, performing arts and more. Wanakita offers outdoor experiences to over 13,000 participants annually. Currently employed are 12 full time staff members with seasonal staff support ranging from 14 - 180 employees. Over 250 volunteers a year are also involved in Wanakita's success.



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Qualifications:

- Standard First Aid & CPR C
- National Lifesaving Service Award (NLS)
- Valid Pleasure Craft Operator's Licence
- Level 2 Challenge Course Practitioner Certificate from an A.C.C.T. accredited trainer
- Current and satisfactory Police Records Check with Vulnerable Sector Screening
- 2 or more years in a Supervisory Role at YMCA Wanakita or equivalent experience
- F-Class Driver's License and current clean driver's abstract
- Thorough knowledge of camping and outdoor centre practices and above average public relation skills
- Experience in Outdoor Recreation/Education program planning and delivery
- Computer skills using Microsoft Office, internet and email applications
- Strong organizational and time management skills
- Excellent interpersonal and public relation skills; good communication skills including written and verbal
- Two years of Post-Secondary Education in a related field or equivalent experience.
- **If you are hired, prior to your start date and as a condition of employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid Human Rights exemption**

Additional qualifications (assets):

- Wilderness First Aid/Responder
- ORCKA/Paddle Canada Instructor or Equivalent

Accessibility:

The YMCA of Hamilton/Burlington/Brantford is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the *Accessibility for Ontarians with Disabilities Acts (AODA)* and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate contacting our Human Resources Department.

The YMCA of Hamilton/Burlington/Brantford is an equal opportunity employer.



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Competencies:

Child and Youth Focused

Commits to assisting growth and development among children and youth.

Commitment to Organization Vision and Values

Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and strategic outcomes and values of the YMCA.

Communication

Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA.

Concern for Health and Safety

Acknowledges and understands how to manage and educate others of risk and harm reduction.

Creativity and Innovation

Develops new ways or adapts existing ideas to help achieve the desired results.

Internal Applicants:

The YMCA of Hamilton/Burlington/Brantford encourages employees within the Association, as well as those employed within the Canadian YMCA/YMCA-YWCA Federation to submit their application.

Please note that in so doing, the YMCA of Hamilton/Burlington/Brantford reserves the right to contact the applicable YMCA or YMCA-YWCA for purposes of seeking an employment reference throughout the recruitment process.

Please ensure that prior to submitting your application that you have disclosed to your current supervisor, your intention to submit your application. By submitting your application, you understand and agree to allow the YMCA of Hamilton/Burlington/Brantford to contact your current Association.

If you are interested in this position, please submit your letter of application and resume by **September 13, 2021** attention:

Ann Creighton
Outdoor Centre Director
ann.creighton@ymcahbb.ca

We thank all applicants, however, only those considered for an interview will be contacted.



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