

## Now hiring: Norval Outdoor Instructor

**Employment Terms:** Full-Time, 3-Year Contract

**Start date:** August 2025

**End date:** June 2028

Upper Canada College is looking for a Norval Outdoor Education Instructor. This is a wonderful opportunity to develop experience, be mentored by outstanding seasoned faculty members, and have phenomenal exposure to a top quality educational experience. The position is responsible for planning, implementing, and evaluating programs and curriculum at the Norval Outdoor School. A prime focus of the position is to stimulate learning and an appreciation of the environment and the community. The Norval staff team assumes all in-class and outdoor supervisory duties while students reside at the school, as well as maintaining and developing resources and equipment on site.

This job posting is for an existing vacancy.

### Key Responsibilities and Tasks

#### Plan and facilitate day-to-day operations at Norval:

- Plan and schedule of weekly programs with the Norval faculty;
- Plan and deliver lessons for visiting groups (SK to adult), utilizing both outdoor and indoor settings;
- Demonstrate an understanding of the unique dynamics of single gender, mixed groups, and customizes programs and activities accordingly;
- Share in supervision of students throughout the day including program, free time, meals, evenings and overnight;
- Share in conveying of key information to students e.g., mealtime announcements; arrival & departure routines; recreation activity rules;
- Oversee the management & maintenance of specific program materials assigned by the Norval Director. This includes bees & apiary equipment; the garden; high and low ropes elements & equipment; cameras; ski equipment; classroom plants and displays; first aid kits and first aid cabinet;
- Initiate first aid and crisis response as needed during any supervision of a group;
- Perform site-specific administrative duties (e.g., cataloguing of group photos; keeping of records; library; inventory);
- Assist with housekeeping, kitchen operation and other on-site routines/tasks as needed.

#### Complete other administrative responsibilities:

- Work with the Norval Director and the Senior Teacher to ensure that unit plans, course outlines, and key subject resources (e.g. textbooks, equipment, technological resources, etc.) are up to date.

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- Communicate the program during weekend Norval Open House events, support the Office of Admission and participate in committee work as required.
- Ensure extra help and other support for students are provided as necessary.

## Job Requirements

### Experience, Knowledge and Competencies:

- An undergraduate degree in an outdoor-related program or related work experience;
- Previous experience working with children of varying ages in teaching Outdoor and Environmental Education;
- Current First Aid and CPR certifications;
- Proven competency in outdoor and beyond-the-classroom skill areas;
- Well developed written and oral communication skills;
- Experience with the MYP and/or International Baccalaureate program an asset;
- Ability to modify teaching style and approach based on the age, gender, individual differences and school culture of visiting classes;
- Current First Aid and CPR certifications;
- Adventure-Based Facilitation skills; high ropes experience an asset;
- Experience with GIS programming and GPS Units an asset;
- Experience with environmental field studies an asset;
- NLS certification an asset;
- Experience leading outdoor pursuits such as canoeing, hiking, orienteering, camping, cross-country skiing and cycling an asset;
- Commitment to a learning and working environment that is safe, healthy, meaningful, engaging and supportive;
- Strong knowledge of educational pedagogies with nuanced thinking about the educational and instructional program including but not limited to Anti-Oppressive, Anti-Racist and Decolonizing Pedagogy an asset.

## What We Offer

- Unparalleled opportunities for professional development including workshops, networking sessions, a leadership program, and visiting experts and scholars;
- Flexibility to substitute statutory holidays in recognition of diverse religious and cultural practices;
- Comprehensive medical, dental and vision plans, including health care and lifestyle spending accounts;
- Pension plan, generous vacation time, self-funded sabbaticals, parental leave top-up;

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- Significant support for personal and family wellbeing and mental health, including the Employee and Family Assistance Program;
- Paid volunteer time off for involvement in the communities that matter to you;
- Social events for colleagues and their families;
- Collaborative and supportive team members and colleagues;
- Free on-campus parking.

## About UCC

Upper Canada College is a place where tradition, excellence and innovation meet. At UCC faculty and staff thrive for many reasons: our dynamic, supportive environment; cutting-edge facilities; diverse and collaborative community; and competitive compensation and benefits. Surrounded by expert educators, dedicated students and a network of learning partners and resources, you'll be inspired to explore your passions and be your best. Your work fosters the development of graduates who think critically, solve complex problems and lead lives of impact.

At UCC we are grounded in our mission to provide transformational learning opportunities and our values of learning, service, community, pluralism and wellbeing.

UCC is an Equal Opportunity Employer and values diversity, encouraging applications from all qualified individuals including women, visible minorities, Indigenous Peoples, persons with disabilities, and LGBTQIA2S+ persons. UCC embraces pluralism – celebrating differences, cherishing similarities, and giving voice to multiple perspectives. If you are contacted regarding a UCC opportunity, please advise if you require any accommodations.

Please apply on [ADP](#) by **February 7th, 2025 3:00pm**. We thank all candidates in advance; however, we will contact only those selected for an interview.