



## YMCA of Greater Vancouver Employment Opportunity – Camp Elphinstone

**Date Posted:** November 17, 2017

**Position Title:** Outdoor Education (OE) Coordinator (2), Sea to Sky Liaison Coordinator  
**Location:** YMCA Camp Elphinstone: Gibsons, BC

**Terms:** Full-Time – Seasonal Contract  
**Salary:** \$95-\$100/day  
**Term:** Sea to Sky Liaison Coordinator: April 3 – June 22, 2018 plus Fall option: Sept 1 – Nov 3  
OE Coordinator (x2): April 9 – June 22, 2018 plus Fall option: Sept 1 – Nov 3  
*\*All positions come with offer for a Summer Term position*

**Reports To:** Outdoor Education Director/Camp Manager

### Nature & Scope:

The Sea to Sky Liaison and Outdoor Education Coordinators will work with the Assistant Outdoor Education Director in our Spring/Fall programs. They will work closely with Program Staff to exceed the expectations of participants, guests, teachers, and chaperones. Coordinators will host and facilitate groups, delegate responsibility to, and support Program Staff. Coordinators will role model child centered behavior, lead programs, and provide support in facility maintenance and upkeep.

### Major Responsibilities:

- Facilitate experience of groups and individuals
- Supervise and schedule program staff
- Provide direct program delivery in a variety of programs
- Work to improve and develop new or existing programs
- Continuously build relationships with staff and participants, ensuring effective communication
- Represent the YMCA and the Association in a professional manner
- Model appropriate behaviour in line with the Mission, Vision and Values of the YMCA
- Assist with general maintenance, cleaning and site support duties as required for daily operation
- Communicate emergency procedures to participants, and guests
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedures and ensuring they are maintained amongst all participants and staff
- Build meaningful relationships through positive daily interaction with staff, partner organizations, and colleagues
- Interact directly with children and encourage interaction between children
- Create and maintain a positive atmosphere and build positive self-esteem and confidence in children
- Assist with the planning and implementation of safe and fun YMCA Child & Youth programs in accordance with YMCA standards, YMCA Child Protection policies, and YMCA Healthy Child Development principles
- Establish and maintain positive communication with staff, teachers, participants, guests
- Maintain an atmosphere of achievement that inspires self and others to succeed at the highest levels
- Maintain a neat, orderly, and clean environment, including all program areas, common spaces, and washrooms
- Remain flexible – willing to learn new skills
- Attend staff meetings, planning sessions and training events as required
- Maintain regular attendance, punctuality and be appropriately dressed and well groomed

### Long Term Contracts:

Long term positions are available and are a combination of Outdoor Education and Summer Positions. Preference for summer positions may be given to staff that are able to commit to working from April 16, 2018 to November 3, 2018, so long as they meet the hiring requirements for the desired position. All Outdoor Education positions starting April 16, 2018 are able to be extended to a completion date of November 3, 2018.

### Requirements:

- Current Standard First Aid and CPR-C & AED certificate
- NLS Swimming Certification
- Pleasure Craft Operators Certification
- Class 4 license
- Previous Camp Experience
- Level 1 or 2 Challenge Course certification an asset (preferred)

### Competencies:

*Child-Centered:* Demonstrates an ability to provide child-centered, developmental and age appropriate environments and programs

*Values:* Demonstrates a high level of commitment to the Association's mission and core values

*Leadership:* Motivates and inspires self and others to take action to achieve desired outcomes

*Service Orientation:* Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience

*Communication:* Communicates in a thorough, clear and timely manner

*Concern for Health:* Acknowledges and understands how to manage and educate others of risk and harm reduction

Please click here for the [Camp Elphinstone 2018 Application Guide](#)

### Application Process:

Internal applicants should inform their supervisor prior to application. Complete online application using the following links:

Internal Applicants: Please apply [HERE](#)

External Applicants: Please apply [HERE](#)

Application deadline: **Until Filled**

*Thank you for your interest and application.*

*Due to the high volume of applications received, only short-listed candidates will be contacted.*



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