



## Leadership Two Instructor

<b>Job Title:</b>	<i>Leadership Two Instructor</i>
<b>Job Duration:</b>	<i>Jan. – May 2022 (January 17<sup>th</sup>, 2022 – May 17<sup>th</sup>, 2022)</i>
<b>Job Hours:</b>	<i>Short Term / weekly</i>
<b>Salary Band:</b>	<i>ANHBC Band 4SA</i>
<b>Reports To:</b>	<i>Leadership Coordinator</i>

### Job Purpose

As a summer camp, Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included in the camp culture. The supportive nature of the camp allows for campers to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful British Columbia.

During our off-season months from January to May Sasamat Outdoor Centre runs and hosts two levels of leadership programs for high school students that focus on the developing principles and experiential application of leadership and wilderness skills. Our goal is to develop competent leaders and community members that may use their experience as a strong foundation for future endeavors in life. Our Leadership Two classes take place from 7:00pm – 9:00 pm on Mondays at the Cameron Rec Centre (Burnaby) apart from weeks following weekend events. For more info on the Leadership Two program, schedule, and weekend events check out our website <https://www.sasamat.org/leadership-programs>.

The roll of our leadership instructors is to facilitate and lead the Leadership Two Training Program for youth in grades 11 and up. The program builds on the soft skill development of past leadership and program skills. The Leadership Two program focuses more intensely on the hard skill development of canoeing, winter camping and tripping, culminating with the practical application of skills during a 3 day canoe trip on Stave Lake.

### Duties and Responsibilities

#### Evening Theory Group Leadership

- Proactively prepare evening theory sessions and gather necessary teaching materials in advance of weekly meetings.
- Collaborate or assign lesson facilitation to Co-Instructor prior to each evening theory session.
- Lead the evening theory sessions and facilitate the soft skill development of each participant in a professional and engaging manner.
- Assist participants in attaining and scheduling volunteer hours.
- Prepare a final wrap-up session and special recognition event for group and submit a detailed account and field trip form to the Leadership Coordinator prior to event.



### **Standard Weekend Leadership (Wkd #1, #2, #3 & #4)**

- Coordinate transportation of participants to and from community center to Sasamat Outdoor Centre.
- Provide day and overnight leadership, program facilitation and participant support during designated weekend programming.
- Lead weekend workshops, programming and skill development during appropriate weekends.
- When not leading session participate in program alongside youth participants and support other staff in teaching sessions.
- Provide constructive feedback on weekend programs in a timely manner to Director of Community Program or leadership coordinator.

### **Camping Weekend Leadership**

- Coordinate the packing/unpacking of camping gear and equipment from Sasamat Outdoor Centre in advance of trips and facilitate the packing/unpacking of personal gear and equipment from the participants; loaning appropriate gear from Sasamat Outdoor Centre to participants at your discretion.
- Inspect all equipment and gear (both from Sasamat Outdoor Centre and Participants) for defects before/after trip begins. Any defective equipment should not be used.
- Coordinate the transportation of participant to and from community center to camping locale.
- Provide 24 hour prudent leadership and support during camping trips.
- Ensure provincial camping standards and Sasamat's mission are upheld at all times during camping trips.
- Encourage self-reliance and participants to rely on their own abilities.
- Acquaint participants with the dangers and risks of the trip before it begins.
- Promote participation in accordance to individual abilities and do not encourage participants to run the risk of activities that are above their abilities.
- Ensure you are familiar with emergency procedure protocol and the operation of communication devices (S.P.O.T. unit & Satellite Phone)

### **Other Duties**

- The Leadership Two Instructor may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members fulfilling objectives that may not be specific to this position.

## **Qualifications**

### **Specialized Knowledge and Certification**

- Minimum of 19 years of age
- Current Standard First Aid and CPR-C (Wilderness First Aid an Asset)
- Class 4 Driver's License an Asset
- Cleared Criminal Record Check
- Current Advanced Solo/Tandem Canoe Certification



### **Skills**

- Strong interpersonal and communication skills
- Ability to work independently and exercise initiative
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to observe and assess participant behaviour, enforce safety regulations and emergency procedures, and apply appropriate behaviour-management techniques

### **Experience**

- Past out-tripping, snowshoeing, canoeing and outdoor recreation experience an asset
- A background as a camp counselor, outdoor recreation and/or child and youth care
- A background working with children and in the outdoors
- Participation in applicable leadership programs or related experiences

### **Hours**

#### **Evening Theory Sessions**

- .5-1 hour of planning and administration a week
- 2 hours of evening theory facilitation a week
- TOTAL = 2.5-3 hours a week

#### **Weekend Sessions**

- Day rate (8 hours/day) for 24hr supervision & commitment
- TOTAL = 24 hours a standard weekend (more or less dependent on camping trip)

### **Important Dates**

#### **Evening Theory Sessions**

- January 17 to May 17, 2022 (One Session/Week from 7pm to 9pm)
- May 17, 2022 (Leadership Recognition Evening)
- \*no weekly sessions following a weekend event

#### **Weekend Sessions**

- Winter camping Overnight – February 5<sup>th</sup> / 6<sup>th</sup>, 2022
- Neighborhood House Weekend – March 5<sup>th</sup> / 6<sup>th</sup>, 2022
- Leadership Hike Day – March 12<sup>th</sup>, 2022
- L2 Wilderness Trip (canoe Trip) – March 21<sup>st</sup> – 23<sup>rd</sup>, 2022
- Leadership Social Justice Weekend – April 2<sup>nd</sup>, 2022
- April Day Camp Weekend – April 22, 23, 24, 2022



## Working Conditions

- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- Requires some weekend work & evening work

## Self Care

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

## COVID-19 Policies and Procedures

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at [www.sasamat.org](http://www.sasamat.org).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_