

## Full Time Outdoor Education Instructor

<b>Job Title:</b>	<b><i>Full Time Outdoor Education Instructor</i></b>
<b>Job Duration:</b>	<i>April 29th – June 20th, 2024</i>
<b>Job Hours:</b>	<i>Seasonal Full Time</i>
<b>Reports To:</b>	<b><i>Summer Camp &amp; Outdoor Education Director</i></b>
<b>Salary:</b>	<ul style="list-style-type: none"><li>• <i>Hourly Wage (Monday – Friday 35 hours / week)</i></li><li>• <i>\$18.85/ hour</i></li></ul>
<b>Application Deadline</b>	<ul style="list-style-type: none"><li>• <i>Open Until all positions filled</i></li><li>• <i>3 positions available</i></li></ul>

### 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.

During Sasamat's spring and fall season's we operate as an outdoor education facility. Every week starting in late April until mid June and during our Fall season from September to the end of October, we have school groups come to our site for overnight and day trips where they participate in experiential learning programs using all the outdoor activities at camp. The programs work by exposing participants to new skills and challenges where they are encouraged to learn and grow, then reflect on their experience. Some activities include canoeing, kayaking, climbing and high ropes, archery, nature and ecology programs, games, compass work, shelter and fire building and much more. We provide 4 days of training on all our programs including professional site-specific ropes training so that our staff teams have the skills and tools to have a fun and successful work experience.

The Outdoor Education Instructor is responsible for the care and supervision of Outdoor Education participants and is responsible for the facilitation of Outdoor Education programs for their assigned group/activity through the duration of each user-group's stay. Full time Outdoor Education Instructors are guaranteed a minimum of 35 hours a week. Additional hours are available depending on school's programs and needs. A typical day for an Education Instructor includes activity set up and clean up as well as running a specific activity during the day for a rotating group of participants of 8 - 10 students and sometimes a teacher.

### How to Apply:

- Step 1 – Visit our website at <https://www.sasamat.org/get-involved>
- Step 2 - Scroll down to the "apply now" link
- Step 3 – Create an account and send us an application
  
- Or if you have questions, please reach out to [info@sasamat.org](mailto:info@sasamat.org)

## Duties and Responsibilities

### Staff Training

- To participate in 100% of pre-season staff training or at the discretion of the Summer Camp and Outdoor Education Centre Director
  - *Spring Ropes Training: April 21st, 2024 from 9am – 5pm*
  - *Policy and Procedure Training: April 20<sup>th</sup>, 2024 (Online 9am – 12:00)*
  - *Spring Staff Training: April 6, 13, 14 (9am – 5pm)*
  - *RCABC Canoe Level 1 course (April 27<sup>th</sup>, 2024)*
- To read, know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply with this information could result in discipline including dismissal.)
- To submit an application, criminal record search forms and necessary certifications along with employee agreement to the Outdoor Education Director

### Participant Group Leadership

- To be responsible for the safety and well-being of the children, assigned to you by the Outdoor Education Director. This includes administering First Aid and completing First Aid/Near Miss forms.
- To develop and facilitate enjoyable and stimulating programs for your group using the resources of the camp and the outdoor environment.
- To lead programs as assigned on school's grounds for the Mobile Outdoor Education program
- To encourage the development of each participant in your group and to stimulate the participants' social development as members of a group.
- To introduce and stimulate your group's awareness of the outdoors and to encourage sound environmental practices in the use of outdoor facilities.
- To further develop each participant's skills in those areas in which you are proficient and that the camp deems valuable - e.g. cooking, swimming, crafts, orienteering, etc. Use resource staff whenever you feel necessary - e.g. waterfront activities.
- To keep the Outdoor Education Director informed as to the location and nature of your daily program should it differ from the schedule.
- To be punctual and enthusiastic in carrying out the camp activities/routines. To give sufficient notice when sick or unable to come to work, and to find a replacement for your shift.

- To keep an accurate attendance record of all your participants.
- To participate in final clean up tasks and debrief meeting after participants have gone home and/or facilitation work concludes.

### **Other Duties**

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

## **Qualifications**

### **Specialized Knowledge and Certification**

- Current Standard First Aid and CPR-C
- Cleared Criminal Record Check provided by potential staff or provided by Sasamat outdoor Centre at the cost of \$28.00 prior to the contract start date
- Current RCA BC Advanced Tandem/Solo Canoe Certification (level one course hosted at Sasamat April 27<sup>th</sup>, 2024)

### **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/assess participant behaviour, enforce safety regulations and emergency procedures, and apply appropriate behaviour-management techniques according to Sasamat Outdoor Centre standards.

### **Experience**

- A background working with children
- Participation in applicable leadership programs or related experiences
- A background working in outdoor education

## **Working Conditions**

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

## **Physical Requirements**

- Physical ability to provide active care, programming and supervision of participants, 5 days a week or through the duration of each use-group's stay.