



YMCA of Greater Vancouver Camp Elphinstone Outdoor Education

Date Posted:	September 6, 2017
Position Title:	Outdoor Programs Coordinator
Location:	YMCA Camp Elphinstone
Terms:	Seasonal Contract, Full time
Salary:	\$93-\$95/day depending on qualifications, position and experience
Term:	ASAP –October 31, 2017
Reports To:	Outdoor Education Supervisor/Camp Manager

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour—we do the right thing, put people first, keep our promises and lead by example.

For over 125 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 95,000 participants annually.

YMCA Camp Elphinstone is located on the Sunshine Coast near Gibsons, a 40 minute ferry ride from Vancouver. It offers one-week, two-week and four week camping adventures for campers 5-17 years old. Camp Elphinstone is committed to the development of individual campers through the cabin group process and individual choice activities, waterfront and land based activities and out trips. Camp Elphinstone is home to campers from around the world as well as the Lower Mainland.

Nature & Scope:

The Outdoor Programs Coordinator facilitates specialty weekend programs at YMCA Camp Elphinstone, including weddings, retreats, and other special events. Staff will provide positive customer service and run high quality YMCA programs, as well as provide support in facility maintenance and upkeep. Fall programs start the first week of September and run until November.

Major Responsibilities:

- Facilitate experience of groups and individuals
- 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

Requirements:

- Current Standard First Aid and CPR-C & AED certificate
- NL Swimming Certification (preferred)
- Class 4 license (preferred)
- Pleasure Craft Operators (preferred)
- ACCT Level 2 (preferred)
- Previous Camp or Event Coordination experience
- Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

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

Application Process:

Internal applicants should inform their supervisor prior to application.

Complete online application using the following link:

Internal Applicants:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=133993&lang=en_CA&source=CC2

External Applicants:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=133993&lang=en_CA&source=CC3

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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