



PROGRAM MANAGER

OVERVIEW

Outdoor exploration, challenges and learning, and friends change lives. We invite campers, staff, and community members to the Evans Lake Forest Education Centre, to explore our forest—getting outside, questioning how we are connected, and having fun together along the way.

Are you inspired by towering trees, early-morning paddles, discovering networks of underground fungi, and sparking people's curiosity in the outdoors? Love finding and then amplifying the best in people? The Program Manager is a vibrant person who leads the on-site program team and keeps Evans Lake's spirit of fun and curiosity at the forefront. Energetic and committed to providing amazing and educational outdoor experiences, the Program Manager supports the Director of Operations and Education in the safe and effective operation of camp programs. They help us accomplish our goal to be both *Your Home in the Forest* and *The Ultimate Summer Camp Experience* by focusing on providing critical support for the program staff team.

Through a mix of program development, program implementation, and team leadership, the Program Manager assists with the overall planning, roll-out, and management of our programs. Applicants must exude initiative and have a can-do attitude, as everyone pitches in. Exceptional organizational and interpersonal skills are a must, as well as a yearning for an endless summer! Be ready to dive in to a dynamic work environment, grow as tall as the trees, and, occasionally, dance in the rain.

MAIN RESPONSIBILITIES

General

- Be accountable for the day-to-day delivery of scheduled programs and activities, leading the program team by keeping them motivated and on task to effectively facilitate our programs
- Ensure educational forest themes are integrated into all programming and that programs are successfully adapted to meet the needs of their audience
- Role model how to proactively use or develop systems so that we are prepared, equipment is stocked, program areas are maintained, and so that we preempt larger issues and risk before they arise
- Facilitate a wide variety of experiential, environmental, recreational, and educational programs and activities
- Provide excellent customer service
- Consistently excel as an effective and professional communicator
- Take initiative and promote a can-do attitude
- Other duties as required or assigned by the Director of Operations and Education or Executive Director (and be able to lift up to 50 pounds as we all contribute to site projects!)

Safety & Policy

- Be accountable for the safety of clients and colleagues—support an ever-improving culture of safe work spaces and model risk assessment as part of normal planning processes
- Champion Evans Lake's policies and procedures, and ensure complete compliance by the program team
- Ensure the BC Camps Association's 2021 Accreditation Standards and COVID-19 Guidelines, BC Public Health Orders, and other relevant guidelines are strictly adhered to
- Assume a lead role in any emergency response

Leadership

- Represent the Evans Lake Forest Education Society, always upholding our mandate and objectives
- Be a positive role model for campers, colleagues, volunteers, and other community members
- Assume a leadership role with respect to the management of all program staff and volunteers, including training, schedules, overseeing program implementation, and providing supervisory support and feedback



EVANS LAKE FOREST EDUCATION SOCIETY
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- Actively evaluate our programs and personnel, ensuring coaching and long-term feedback is provided
- Keep our program team accountable to our goals and mission, and ensure all camp policies are strictly adhered to
- Collaborate with other managers to ensure a respectful and cohesive environment for all teams

Administrative

- Manage all aspects of staff scheduling
- Oversee transportation logistics, including the daily sign-in and sign-out process
- Co-manage the program budget
- Assist with parent communications
- Assist with the camp registration process
- Support the capturing, editing, and sharing of photos and social media posts
- Track cleaning records
- Respond to email and phone inquiries
- Review and escalate Incident Reports
- Prepare staff evaluations
- General administrative support for the Vancouver head office

TERM

- Late-May or early-June through late-August, with a possible September/October extension depending on the candidate and public health guidelines at that time; exact start and end dates may be negotiated
- All Day Camp dates and the potential of one or more Family Weekends, as well as the program staff team training dates (June 26th to 30th, and the additional coordinator training dates, earlier in June)

REPORTING & EVALUATION

- The Program Manager reports to the Director of Operations and Education, who will initiate an evaluation process

REQUIRED CERTIFICATIONS & EXPERIENCE

- 25 years of age or older at the time of employment (per a BC Camps Association requirement)
- At least two years of senior leadership and administrative work experience in camping or a related field
- Previous experience managing programs, creating lessons, and working with youth in an outdoor setting
- A Class 5 driver's license
- A First Aid Certificate (at minimum an 8-hour basic certificate that includes CPR)
- Competency with word-processing, email, and registration software, including Microsoft Word/Excel, Google Workspace, Dropbox, and Campbrain (or similar)
- Additional certifications and licenses are assets (e.g. a Class 4 driver's license; certifications in advanced first aid, lifeguarding, coaching, paddling, rock-climbing, low ropes, archery, risk management, or environmental education)
- Educational backgrounds with special relevance include teaching/education, forestry, environmental sciences, conservation, and outdoor recreation

ADDITIONAL INFORMATION:

- The Program Manager will reside on-site at the Evans Lake Forest Education Centre ([located in Squamish, BC](#) in the middle of Sea-to-Sky country!) during employment.
- Compensation ranges from \$150-\$157/day, depending on experience and certifications. Free accommodations are also provided and meals are provided for free when programs are in session.
- ELFES is an equal opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community, and we strive to create a safe and fun environment for everyone to explore forests
- We acknowledge that Evans Lake is located near Ch'iyakmesh on the unceded territory of Skwxwú7mesh Úxwumixw (Squamish Nation)
- **To apply** fill out our online application form at <https://evanslake.campbrainstaff.com/>