



COORDINATOR

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? Coordinators are critical team members that help us accomplish our goal to be both *Your Home in the Forest* and *The Ultimate Summer Camp Experience*. Energetic and committed to providing amazing outdoor experiences, they support campers and other program staff. Applicants should enjoy working in a dynamic work environment where the action rarely stops. Very strong organizational and interpersonal skills are a must, as well as a yearning for an endless summer!

General Responsibilities

- Be a positive role model for campers aged 7-15, colleagues, and volunteers
- Co-manage pod leaders and volunteers; assume a leadership role in staff scheduling, overseeing program implementation, providing supervisory support and feedback, and ensuring compliance with all camp policies
- Assist with the planning and delivery of program staff and volunteer training as well as day camp programming
- Facilitate a wide variety of experiential, environmental, and educational programs, activities, and special events
- Ensure forest themes are integrated into all programs and that programs are adapted for their audience
- Manage the Health Centre and provide first aid to campers and staff
- Maintain work areas and repair program equipment in coordination with other staff
- Assist with the daily sign in and sign out of campers
- Coordinate pre-determined projects, areas, or events
- Simultaneously step in as a pod leader if a pod leader is unable to fulfill their duties for any reason
- Be an ambassador for Evans Lake, upholding our mandate and objectives and providing excellent customer service
- Other duties as required or assigned (e.g. lifeguarding; running camper transportation stops and bus rides; driving camp vehicles; cleaning and administrative duties; project work)

Term

- June through late-August or September; exact start and end dates may be negotiated
- All Day Camp dates, one or more Family Weekends, the June program staff team training and additional coordinator training dates (specific dates will be shared in interviews), and the potential for rental group work

Safety

- Champion Evans Lake's policies and procedures, including health and safety procedures (e.g. daily health checks for campers and staff, physical distancing, and cleaning); be accountable for the safety of clients and colleagues

Reporting & Evaluation

- Coordinators report to the Program Manager but also receive coaching from other core team members

Required Certifications & Experience

- Previous experience managing staff and programs, as well as working with youth in an outdoor setting
- A Class 5 driver's license and either a NL lifeguarding certificate (or international equivalent) or a 35+hour advanced First Aid certificate (e.g. Occupational First Aid Level II)—both is a bonus!
- Additional certifications and licenses are assets (e.g. a Class 4 driver's license; certifications in paddling, rock-climbing, low ropes, first aid, lifeguarding, archery, risk management, or environmental education)
- Educational backgrounds with special relevance include forestry, outdoor recreation, interpretation, and education
- Familiarity with Microsoft Word/Excel, Google Workspace, and CampBrain (or similar)

Additional Information:

- Compensation ranges from \$132-148/day, depending on experience and certifications. Free room and board is also provided when programs are in session, as coordinators stay onsite at the [Evans Lake Forest Education Centre](#).
- 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
- Evans Lake is near Ch'iyakmesh, on the unceded territory of Skwxwú7mesh Úxwumixw (Squamish First Nation)
- **To apply** fill out our online application form at <https://evanslake.campbrainstaff.com/>