Outdoor Education and Year-Round Coordinator

InterVarsity inspires and equips emerging generations to ***encounter*** Jesus, ***cultivate*** Christ-centred lives, and ***radiate*** the transforming love of God in Canada and around the world.

Purpose:

The Outdoor Education and Year-Round Coordinator is responsible for coordinating high-quality, consistent, and professional outdoor education and retreat experiences. This role builds confidence in Ontario Pioneer Camp's ability to deliver excellent retreat services and meaningful programming.

Organization:

Reports to: Year-Round Manager

Internal Relationships:

- LEAD program participants
- Senior Instructors and Year-Round Registrar
- Kitchen Manager and Kitchen Staff
- Facilities Director and Maintenance Staff

External Relationships:

- Prayer and financial support network
- Local Church
- Schools: public, Catholic, and private
- Retreat guests
- Internal groups
- Other local ministries and organizations

Personal Development/Discipleship:

- Be a growing and developing disciple of Jesus Christ.
- Grow in prayer and witness to the gospel of Jesus Christ.

- Commit to right and peaceable relationships with all people.
- Participate and join local church community life.
- Develop skills related to job assignment, including attending relevant training as determined by the supervisor
- Be a life-long learner that values the discipleship of mind, body, and spirit.

Key Responsibilities:

Leadership:

- Works closely with the General Directors, Registrar, and Senior Instructors to foster a collaborative team environment.
- Collaborates with full-time directors and contributes meaningfully to the leadership team.
- Alongside the YRM Manager Coordinates and oversees the day-to-day operations of the Outdoor Education and Retreat Centre program, including program staff, training, and administration.
- Keeps the vision and mission in focus and communicates that vision effectively
- Continuously evaluates and improves programming with creativity, initiative, and accountability.
- Leads "train-the-trainer" initiatives to support consistent program delivery.

LEAD program:

- As one of the spiritual leaders of the LEAD program, the coordinator exemplifies servant leadership and a genuine love for the Lord and is a role model for the team.
- Works alongside the YRM team to oversee Bible studies and devotion for the team.
- Works in cooperation with the YRM Manager and Activities Instructor to evaluate the participation and progress of LEAD participants.
- Communicates and networks with external contacts to promote the LEAD program
- Plans and oversees season training three (3) times per year.
- Oversees and leads seasonal program debriefs.
- Addresses ongoing LEAD participant matters in collaboration with the YRM Manager.

Programming

- Aware of the details of the program and oversees implementation.

- Demonstrates forward-thinking leadership by researching, developing, and identifying opportunities to enhance programming in response to the educational needs of schools.
- Oversees the development of innovative programs, including curriculum development, staff training, and program evaluation.
- Proactively communicates health and safety needs related to facilities to support a safe and positive experience for guests and LEAD staff.
- Provides input and recommendations for the long-term development of site facilities that support Outdoor Education and retreat programming.
- Regular evaluation/review of programs, program manuals, and related training materials ensure that they are up to date and relevant.
- Liaises with Facilities, Kitchen, and Office teams as required to support effective program delivery.
- Summer Staff Training

  Liaises with the program directors to ensure new term contract staff are equipped and site and resources managed during summer season

Marketing and Sales

- Marketing and Sales
- Participates in the marketing of Outdoor Education and Retreat programs in collaboration with the YRM Manager
- Conduct school, Church, and trade show visits

Administrative Duties

- Maintains the program budget in collaboration with the YRM Manager.
- Oversees equipment inventory and is responsible for ordering new equipment as needed.
- Ensure that standards are being followed (Ministry of Education Curriculum standards, Risk Management, Waterfront etc.)
- Build partnerships with other organizations for training
- Works with the YRM Manager to develop the LEAD weekly schedule and collaborates directly with groups to create retreat schedules.

Fundraising

- Encourage donor support through prayer, finances, and time
- Expand personal donor base year to year.

Limits of Authority

Including but not limited to:

- All major program purchases and spending over $1000 must be approved by a General Director
- All decisions relating to policy changes, risk management, expenditures beyond the approved budget limit, or hiring and dismissal of LEAD participants must be made in conjunction with the General Director.

Key Outcomes:

- Works well on the Year-Round Ministry Team
- Ensures excellent communication between internal departments
- Creates a positive team environment and maintains healthy working relationships with staff, coworkers, and volunteers.
- Responds to email and phone inquiries promptly, accurately, and professionally.
- Provides a high-quality guest experience that supports guest satisfaction.
- Active participation in fundraising

  Maintains strong relationships that encourage groups to return.
- Concerns from groups are handled quickly and professionally.

Qualifications:

- Personal relationship with Jesus Christ with clear evidence of growth as a disciple
- College or University program in a related field to Outdoor Education (e.g. recreation, teaching, science etc. or minimum 2 years' experience in the area)
- Administrative and organization skills
- Computer skills and asset (Microsoft 365 suite, database, and use of internet for research)
- National Lifeguarding Service Certification
- High Ropes Level 2 or ability to obtain
- First Aid and CPR certification
- Demonstrates initiative and openness to grow
- Guest Service focused with emphasis on excellence
- Strong people skills, including competent oral and written communication skills

- Evidence of team building, problem-solving, conflict management, and leadership skills informed by biblical values
- Knowledge and experience in camping ministry
- Affirms and signs InterVarsity's Statement of Agreement

Salary: Level 6