



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

OUTDOOR EDUCATION PROGRAM SPECIALIST

REPORTS TO: SENIOR PROGRAM COORDINATOR & OUTDOOR EDUCATION DIRECTOR

POSITION PURPOSE:

The Outdoor Education Program Specialist positions are integral to the delivery of the Outdoor Ed. program. Specialists possess the skills necessary to provide high level programming and services to the groups attending the YMCA Camp Elphinstone Outdoor Centre. Specialists are required to live on-site.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members and to provide opportunities for growth and learning. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, but is not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers
- Understanding that the greater good of our client's experience must be at the forefront in every decision made
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

- Provide direct program delivery in a variety of programs
- Ensure facilities, equipment and supplies are well maintained
- Promote the safety and well being of all participants and guests
- 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

QUALIFICATIONS/EXPERIENCE

- Experience teaching a variety of outdoor programs
- Standard First Aid & CPR "C"
- National Lifeguard Service Award
- Class 4 drivers license (preferred)

YMCA OF GREATER VANCOUVER

YMCA CAMP ELPHINSTONE OUTDOOR EDUCATION PROGRAM SPECIALIST
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COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check with vulnerable sector search (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____