



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

OUTDOOR EDUCATION PROGRAM COORDINATOR – SEA TO SKY LIAISON

REPORTS TO: OUTDOOR EDUCATION DIRECTOR

POSITION PURPOSE:

The Sea to Sky Liaison is an integral part of the Outdoor Education staff team. The Sea to Sky Liaison will work through YMCA Camp Elphinstone to provide superior customer service to our partners from Sea to Sky Outdoor School. This person will be 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 of the community 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 leadership and role modeling to all staff and campers.
- Assist in leading the YMCA Camps staff training
- Ensure seamless integration of Sea to Sky programming with Outdoor Centre programming
- Provide waterfront and boat support to Sea to Sky programs
- Provide facility support, including cleanup and program set up and delivery as necessary
- Support Outdoor Education staff team in program preparation and delivery when not involved with Sea to Sky
- Provide luggage support to participants attending the Outdoor Centre through Sea to Sky
- Act as the primary contact for all Sea to Sky staff members while they are working at the Outdoor Centre

The Sea to Sky Liaison may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

YMCA OF GREATER VANCOUVER

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QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid and CPR-C
- Prior camp experience or significant experience working with children and youth
- Current NLS Lifeguarding Certification
- Class 4 Drivers License
- Participation in 100% of YMCA Camps staff training
- Current Boat Operators Certification
- Wilderness first aid an asset
- Experience teaching a variety of camp programs
- Experience with sustainability education an asset

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: _____