



YMCA of Greater Vancouver  
YMCA Camp Elphinstone  
Position Description

**OUTDOOR EDUCATION SENIOR PROGRAM COORDINATOR**

REPORTS TO: OUTDOOR EDUCATION DIRECTOR

**POSITION PURPOSE:**

The Senior Program Coordinator is an integral part of the Outdoor Education staff team. The Senior Program Coordinator will closely work with the Outdoor Education Director to ensure quality of service and delivery of programs to Outdoor Centre participants. 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 member's 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
- Assist in regular scheduling of programs for groups attending the Outdoor Centre
- Act as the on-site designate in the Outdoor Education Director's absence
- Preparation, planning and delivery of Outdoor Centre programs
- Maintain regular communication with groups while they are on site ensuring quality service
- Leadership, evaluation and feedback to Outdoor Centre staff
- Interacting in a caring and compassionate manner with visitors of the Outdoor Centre

The Senior Program Coordinator 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**

- Prior experience in a management or senior leadership position in an Outdoor Centre setting
- Excellent team player able to work closely and share leadership with other senior leaders
- Post-secondary education in recreation, education or other related field an asset
- Strong public relations, and communication skills
- Holds or has capacity to obtain CPR C, NLS, and Class 4 driver's license
- OFA III certification or ability to obtain an asset
- Quality service training and supervisory experience

**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:* \_\_\_\_\_