



Position: **Wilderness Operations Coordinator
(1 Year Contract)**

Immediate Supervisor: Ontario North Program Manager
Location: Katrine, ON
Start date: May 2017

Since 1969, Outward Bound Canada has made it our mission to cultivate resilience, leadership, connections and compassion, through inspiring and challenging journeys of self-discovery in the natural world. A not-for-profit, charitable, educational organization, Outward Bound Canada has challenged over 150,000 Canadians to step out of their comfort zone with our unique outdoor adventures. We pride ourselves on offering transformational journeys that encourage participants to push beyond their limits and discover their true potential.

ABOUT THE POSITION

Outward Bound Canada's Northern Ontario operations includes two programs: the wilderness operation and a focused youth-at-risk program. The youth-at-risk program is delivered in conjunction with an educational and therapeutic organization, providing care to youth and their families struggling with addictive behaviour.

As Operations Coordinator, your role will be to oversee program quality, instructor mentorship and supervision, logistics, and program support including on-call response for both program areas. The work schedule anticipated is 5 days per week and will be balanced with the varying program needs.

DUTIES AND RESPONSIBILITIES

- Assist in the adherence to the National Safety Policies and standards and in the development of Local Operating Procedures and New Program Plans.
- Assist the Program Manager with staff trainings according to individual, technical and educational skills.
- Handle emergency phone calls from the field, troubleshoot with field staff, and coordinate field responses and evacuations.
- Thorough completion of all course planning tasks and general readiness prior to student arrival.
- Oversee and manage entire course from course planning, implementation and wrap-up, ensuring completion of all course end paperwork and instructor debriefing.
- Coordinates the transfer of course information from key sources to instructors.
- Step into Instructor role as program needs dictate.
- Issue and maintain program equipment.
- Coordinate logistics as needed during busy times - such as supporting sites, driving, and packing food.
- Reconnaissance of new course areas.
- Maintain professional presence and relations at sites, with outside organizations and area agencies.



- Supervise and provide additional training for interns, student teachers and support staff working with assigned courses.
- **SKILLS AND EXPERIENCE DESIRED**
- Knowledge of OB programs and philosophy.
- Detail oriented with good organizational skills.
- Experience and knowledge of working with youth with addictions history, mental health illness, and youth-at-risk.
- Strong technical skills and working knowledge specific to canoeing, backpacking, winter and wilderness expeditions.
- Demonstrated successful working relationships with peers and other management staff.
- Effective trainer, able to accurately assess staff and teach to a variety of learners.
- Self-starter with entrepreneurial zeal.
- Able to smoothly and diplomatically manage diverse staff, creatively and effectively facilitating conflict if necessary.
- Ability to manage more than one course at a time.
- Ability to problem-solve, prioritize and manage multi-tasks successfully within tight timelines and high stress.
- Strong and effective communicator, both written and oral.
- Demonstration of inclusive language.
- Knowledge and experience with diverse populations and social justice is preferred.
- Familiarity with Ontario wilderness expedition areas.

CERTIFICATIONS

- Three-five years as a field instructor with Outward Bound or similar program
- Wilderness First Responder (80hr)
- CPR-C
- PMAB training (or willing and able to obtain within one month of hire)
- Ont. F-Class Driver's License and with clean driver's abstract (if not at time of hire, must be willing and able to obtain F-Class within one month of hire)
- Valid and Clear Criminal Record Check
- Whitewater Rescue Technician (WRT) (an asset)
- Moving water paddling certification (an asset)
- Must be willing to work evening, weekends and share "on-call" responsibility
- Ontario Teacher certification (an asset)
- Post-secondary education in one of the following fields: education, recreation, therapy (an asset)



**OUTWARD BOUND
CANADA**

READY TO APPLY?

Cover letters, resumes and trip logs can be submitted via our application database:

<https://app.smartsheet.com/b/form?EQBCT=adce5f5ca4b0487d8d8b7106071a1163>

Please identify the position as “Wilderness Operations Coordinator” when you apply.

Application deadline: Open until filled

Outward Bound Canada is an equal opportunity employer. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. No phone calls please.