OUTWARD BOUND CANADA

Position:	**Northern Ontario Course Director**
Immediate Supervisor:	Wilderness Program Manager
Location:	Katrine, ON
Start date:	60 working days June 2017 to September 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

The Northern Ontario Course Director will oversee and manage Outward Bound courses, from course planning and preparation, through implementation and wrap-up, serving as the primary link between program management and Instructors.

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.
- Run and oversee staff trainings according to individual, technical and educational skills.
- Handle emergency phone calls from the field, troubleshoot with field and staff, and coordinate field evacuations.
- Manage program sites, serving as trainer and mentor.
- Maintain professional presence and relations at sites, with outside agencies, and area agencies.
- Coordinates the transfer of course information from key sources to instructors.
- Thorough completion of all course planning tasks and general readiness prior to student arrival.
- 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.
- Ensure completion of all course end paperwork.
- Reconnaissance of new course areas.
- 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.
- Strong technical skills and working knowledge specific to canoeing, backpacking, 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.
- 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.

QUALIFICATIONS

- Three – five years as field instructor with Outward Bound or similar program
- Wilderness First Responder (WFR)
- CPR-C
- Bronze Cross / NLS
- F-Class (or equivalent) Driver's License
- Whitewater Rescue Technician (WRT) (an asset)
- Moving Water Paddling Certification (an asset)
- Post-secondary education in one of the following fields: education, recreation, therapy (an asset)

COMPENSATION AND BENEFITS

- Per diem rate range $140 - $175

READY TO APPLY?

1. Finalize your cover letter, resume, and trip log, ideally in one pdf file. MS Word is also ok.
2. Fill out this webform: https://app.smartsheet.com/b/form?EQBCT=8ef15d78cef64aaa9a100ec4a6eb5eba. Indicate Course Director under "position".
3. Attach your cover letter and resume to the webform. Note: you cannot complete the webform without this step.

Application deadline: February 22, 2017

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.