



**Position:** Toronto Centre Course Director  
**Immediate Supervisor:** Toronto Centre Program Manager  
**Location:** Toronto, ON  
**Start date:** May 2018 – October 2018

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 Toronto Centre Course Director oversees the safety, quality, and educational effectiveness of all courses. Primary responsibilities include supervising and evaluating Instructors, managing technical student sites, scheduling staff team, and overseeing all logistical details of courses in the field. The Course Director for the Toronto Centre will have unique opportunities to assist with center development.

## DUTIES AND RESPONSIBILITIES

- Serve as the primary link between program management and Instructors.
- Oversight of Health and Safety.
- 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.
- Schedule staff team with the Toronto Program Manager.
- 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.
- 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.
- Perform student medical screening and follow-up.
- 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.
- Supervise and provide additional training for interns, student teachers and support staff working with assigned courses.
- Must be willing to work evening, weekends and share “on-call” responsibility.



## SKILLS AND EXPERIENCE DESIRED

- Three-five years as a field instructor with Outward Bound or similar program
- Wilderness First Responder (80hr)
- CPR-C
- Challenge Course Level II certification
- Ont. F-Class Driver's License and with clean driver's abstract
- Valid and Clear Criminal Record Check
- Knowledge of OB programs and philosophy.
- Detail oriented with good organizational skills.
- Strong technical skills and working knowledge specific to rock climbing site supervision and instruction, sea kayaking, canoeing, backpacking, urban and short 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 GTA and GTA green-spaces.
- Familiarity with Ontario wilderness expedition areas.
- Ontario Teacher certification (asset)
- Canoe certifications (asset)

## READY TO APPLY?

Cover letters, resumes and trip logs can be submitted via our application database:  
<https://app.smartsheet.com/b/form?EQBCT=8ef15d78cef64aaa9a100ec4a6eb5eba>

Please identify the position as "Toronto Centre Course Director" when you apply.

Application deadline: February 16, 2018

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.