



Evans Lake Forest Education Centre

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camp@evanslake.com

Position: Outreach Coordinator

Closing Date for Applications: April 9th, 2010

The Outreach Coordinator is a key position within the Evans Lake senior staff program team. The Outreach Coordinator's specific duties include:

- Assist in the recruiting, interviewing, and hiring of volunteer staff (including Community Volunteers, Alumni Volunteers, and Youth Volunteers (for Volunteer Work Crew).
- Liaise with 50th Anniversary Committee to develop community advertising plan to ensure maximum community involvement
- Conduct outreach to local community groups in order to foster lasting reciprocal community relationships
- Organize a leadership exchange with a local camp for youth with disabilities (Easter Seals – Camp Squamish)
- Research local volunteer and internship opportunities with high school programs, colleges and universities
- Support and evaluate volunteers throughout summer programs
- Liaise with Program Director to assist in the delivery of forest & environmental education programs
- Provide supervisory support and mentoring to our cabin leaders
- Track program expenses within our program budget and prepare periodic expense reports
- Liaise with Program Director to conduct mid-summer program evaluation
- Compile an end-of-summer report

Qualifications:

Previous experience working with children in an outdoor setting

Previous leadership experience at a summer camp

Either an Advanced First Aid certificate (Advanced Wilderness or OFA Level II) or Lifeguarding certificate (NLS)

Rock-Climbing certifications (ex: ACMG, belay ticket), flatwater canoe certifications, Class 4 Driver's License, and other relevant childcare and outdoor education certifications are considered assets

Note: Two valid references and a clear criminal record check will be required

To Apply:

Mail, fax or email your resume to the Evans Lake Forest Education Centre

Fax: 604-898-1003 camp@evanslake.com.

Please note on your application if you are currently a full time student and planning to return to school in Fall 2010

Note: This position is subject to grant funding

Only those applicants selected for an interview will be contacted

Evans Lake is an Equal Opportunity Employer

Evans Lake Forest Education Centre is located in Paradise Valley 16 KM North of Squamish