



Evans Lake Forest Education Centre

PO Box 1893
Squamish, BC V8B 0B3
www.evanslake.com

Telephone: 604-898-3832
Facsimile: 604-898-1003
camp@evanslake.com

Position: Program Coordinator

Closing Date for Applications: April 9th, 2010

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

- Assist in the planning, delivery & assessment of our forest & environmental education programs. Tasks include:
 - o Designing new forest & environmental programs and updating current ones
 - o Sourcing educational equipment
 - o Taking an active role in training summer staff
 - o Teaching programs to campers
 - o Liaise with Program Director to conduct mid-summer program evaluations
- Track program expenses within our program budget and prepare periodic expense reports
- Design community program offerings for our upcoming 50th Anniversary Open House (Sunday June 27, 2010).
- Provide supervisory support and mentoring to our cabin leaders
- Act as Coordinator of the Day on a rotational basis during summer camps
- Act as lead staff member on offsite out-trips
- Compile weekly and 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