



**THE CORPORATION OF THE TOWNSHIP OF KING
JOB DESCRIPTION**

JOB TITLE: Outdoor Program Facilitator	CLASSIFICATION: Part-Time, Contract
DEPARTMENT: Community Services	SALARY LEVEL: \$16.50/Hour
LOCATION: Cold Creek Conservation Area	HOURS: 5 – 35 hours/week

JOB PROFILE:

Function:

Under the direction of the Recreation Supervisor, the Outdoor Program Facilitator is responsible for the implementation of nature, educational and recreational programs that are offered at Cold Creek Conservation Area. This includes challenge course group facilitation for camps, special events, school groups and private course rentals, as well the facilitation of nature education programs.

Reports to:

- Recreation Services Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Implement and facilitate Cold Creek nature education and recreation programs, including Challenge Course facilitation for school groups and community groups.
- Assist in the set-up, tear down and clean-up of all program equipment and supplies.
- Assist in the distribution of promotional materials.
- Ensure health and safety/departmental policies and procedures as applicable to Cold Creek's programs are followed.
- Deal with incidents, problems and emergencies as outlined by departmental policies and procedures.
- Respond to inquiries from parents/guardians, participants and public.
- Deal courteously and effectively with the general public, staff and other departments.
- Staff will follow and practice the HIGH FIVE – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Other duties and responsibilities as required.

Education/Experience:

Previous challenge course or climbing experience is an asset

- Excellent communication, organization, and problem solving skills, with excellent decision making capabilities.
- Strong leadership skills.
- Valid Standard First Aid & CPR-C, WHMIS, and High Five Principles of Healthy Child Development (PHCD) required. HIGH FIVE Quest 2 (an asset).
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff, stakeholders and the general public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations in order to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Required to submit a vulnerable sector screening.

Conditions of Employment:

- Required to work outdoors, in a variety of weather conditions.
- Required to work some evenings and weekends.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet set deadlines.
- Excellent verbal communication skills required, along with good organizational skills.
- Scheduled hours depend on group bookings.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____