



Making life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Outdoor Program Facilitator

CLASSIFICATION: Non-Union, Contract
(6 months)

DEPARTMENT: Community Services

SALARY LEVEL: \$ 18.50 per hour

LOCATION: Cold Creek Conservation Area

JOB PROFILE:

Function:

Under the direction of the Supervisor of Environmental Outreach & Sustainability, the Outdoor Program Facilitator is responsible for the implementation of nature, educational and recreational programs that are offered at Cold Creek Conservation Area and offsite locations throughout the municipality. Program facilitation includes challenge course group facilitation for camps, special events, school groups and private course rentals, nature, recreation and education programs.

Reports to:

- Supervisor, Environmental Outreach & Sustainability

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.
- Facilitate pre-registered programs at offsite park/trail locations through the Township.
- Facilitate nature, education and recreation based programming at in-school locations.
- Assist in the set-up, tear down and clean-up of all program equipment, buildings and supplies.
- 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 general inquiries from parents/guardians, participants, staff and the public in a courteous and timely manner and brings other matters to the Supervisor.
- Staff will follow and practice the HIGH FIVE – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Perform other related duties as required.

Education/Experience:

- Strong leadership skills.
- Previous challenge course or climbing experience is an asset.
- Excellent communication, organization, and problem solving skills, with excellent decision making capabilities.
- 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 work in a fast paced environment with 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: _____