



Shine On



## Outdoor Centre Program Coordinator - Spring

**Location:** YMCA Camp Wanakita, 1883 Koshlong Lake Road, Haliburton, ON, K0M 1S0

**Position Status:** Seasonal Contract, with possibility of extension

**Rate of Pay:** \$185/day

**Room & Board:** Housing is available on site during the contract period. Wanakita's Room and Board rate is \$85.25 per week inclusive of single-room accommodation and meals. Living on site is not mandatory, however, the incumbent must be readily available and present during assigned shifts

**Placement:** April 20, 2025, to June 19, 2025

### Position Description:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the YMCA Camp Wanakita team, you will contribute to making our Y the best place to work.

As the Outdoor Centre Program Coordinator, you will oversee recreational and educational programs throughout the season, ensuring smooth operations at Camp Wanakita. Reporting to the Outdoor Centre Director, you will focus on guiding the program instructor team while upholding YMCA HBB best practices. Key to this role is the ability to effectively manage day-to-day program delivery, support the onboarding and orientation of seasonal and full-time staff, conduct internal audits to ensure compliance, handle data management such as tracking and reporting, assist with recruitment efforts, and perform general employee administration duties.

This is an excellent opportunity for a self-starter who demonstrates a collaborative work and communication style to drive positive change and help make the YMCA of Hamilton | Burlington | Brantford an outstanding place to work.

### What you'll do:

- **Staff Development & Management:** In your role, you will provide proactive leadership to the program team, ensuring that you act as a positive member of the entire Wanakita team. You will assist with the planning, delivery, and facilitation of staff training, while also managing staff through regular feedback and evaluation, staff appreciation events, and performance management support. Preparing and orienting incoming staff to their roles will be a key part of your responsibilities.
- **Program Facilitation and Safety:** You will ensure that Outdoor Centre operations and programs are safe and of high quality. This includes facilitating programs for school, adult, family, and other special interest groups during weekdays and weekends. Acting as the liaison with teachers and group leaders will also be an important aspect of your role.
- **Site and Operational Support:** Additionally, you will provide site support, which includes setting up all program areas and maintaining trails and program equipment. You will assist the site service staff in general site maintenance in and around the YMCA Wanakita Outdoor Centre. Maintaining continuity and quality in programs by working cooperatively with all groups and other non-program Wanakita staff will be essential to your success.

### What You Bring:

- Experience in camp, outdoor education/recreation/instructional field –experience in the Wanakita Outdoor Centre is required.
- Excellent written and verbal communication skills, with the ability to build strong relationships and represent the association professionally in interactions with internal stakeholders and/or external communities.
- Valid certification in Standard First Aid with CPR Level C.



**A major asset if:**

- NLS, ORCKA Basic Canoe Instructor, greater or equivalent.
- Lifesaving Instructors considered an asset.
- Challenge Course Practitioner Certificate from and ACCT accredited trainer is considered an asset.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton | Burlington | Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

**Ready to Make a Difference?**

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

**Interested in applying?** Please submit your resume to: Sandra Dabrowski, Outdoor Centre Director, via email to [Sandra.dabrowski@ymcahbb.ca](mailto:Sandra.dabrowski@ymcahbb.ca) by no later than **April 4, 2025**.

The YMCA of Hamilton | Burlington | Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca).