



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

JOB TITLE: Outdoor Program Facilitator	CLASSIFICATION: Seasonal, Part-Time
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$16.00/hour
LOCATION: Cold Creek Conservation Area	HOURS: 10 to 35 hours/week

JOB PROFILE:

Function:

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

Reports to:

- Recreation Services Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Implements and facilitates all Cold Creek nature education and recreation programs, including Challenge Course facilitation for school groups, community groups and private rentals.
- Assists in the set-up, tear down and clean-up of all program equipment, supplies and buildings.
- Assists in the distribution of promotional materials when needed.
- Complies with all health and safety, departmental policies and procedures and all others applicable to Cold Creek's programs.
- Deals with incidents and problems/emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants and public when needed.

- Deals courteously and effectively with the general public, staff and other departments.
- Follows and practices the HIGH FIVE – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).

Education/Experience:

- Strong leadership and facilitation skills.
- Previous challenge course ropes experience an asset; or a challenge Course Practitioner Certification level 1 preferred.
- 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, weekends and holidays.
- Work involves mental and visual concentration in all weather conditions, 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.

Period of Employment:

Approximately April 23 – November 22, 2019

Application Process:

To apply for this position please email a copy of your resume to hr@king.ca prior to **February 15, 2019**. When submitting your application, please clearly specify the position you are applying to.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____

Outdoor Program Facilitator (contract)
Township of King
December 2018