



<b>Position:</b>	<b>Admissions Coordinator (Summer Intern – Paid)</b>
Immediate Supervisor:	Director of Admissions
Location:	Working remotely (home office), Toronto, ON
Start date:	June 2021 (8 week contract)

Outward Bound Canada is committed to helping Canadian youth change the trajectory of their lives. With young people desiring to thrive in an unpredictable and changing world, OBC, a registered charity, offers social-emotional education through experiential adventures in the outdoors. Since 1969, OBC has inspired over 150,000 participants, with a particular emphasis on providing greater access to those facing socioeconomic barriers, to discover their potential. These experiences develop resilience, social and emotional intelligence, and environmental leadership to contribute to a better, more compassionate, and resilient society. The impact of our work on young people in Canada is found in our recent [case for support](#).

Throughout the COVID-19 pandemic, Outward Bound Canada has prioritized the health and wellbeing of our employees, participants and the wider community. As of August 2020, we resumed some of our programs and implemented new COVID-19 Field Procedures to prioritize the health and safety of staff and participants. We are looking forward to a renewed connection with youth in nature in 2021.

## ABOUT THE POSITION

The Admissions Coordinator actively supports the duties upheld by the Admissions Department. This position will play a key role in corresponding with adult and youth participants, and their parents, in preparation for Outward Bound Canada programs. This role is responsible for responding to email and telephone inquiries, screening medical history with participants and parents, and preparing course documents for the programming regions across the country. This is not a supervisory role, and requires the candidate to sit on key committees to represent the Admissions Department.

## DUTIES AND RESPONSIBILITIES

- Respond to participant inquiries, communicating by telephone and email, providing pre-course information and advice.
- Participate in applicant registration: intake paperwork, medical screening, and participant follow up by phone and email, as needed.
- Diligently practices the Admissions Screening process and policies, demonstrating professionalism and compassion when speaking with young adults, youth and parents about their detailed physical and mental health history.
- Coordinate tracking of inquiries, and liaise with the Director of Admissions to provide insight into enrolment trends.
- A dynamic and active member of the Admissions Department team, participating in regular check-ins and representing the department with internal partners.
- Review and editing of key Admissions Department materials.
- Other duties as assigned.



## SKILLS AND EXPERIENCE DESIRED

- Knowledge and experience in office management and administrative tasks.
- Experience communicating with clients and fielding inquiries through email and telephone communications, with a helpful demeanor and superb customer service skills.
- Overall an organized individual who is task oriented and excellent with time management.
- Attention to detail and the ability to complete tasks and create reports in a timely manner.
- Experience and knowledge in the medical field is considered an asset – discussions with youth and their parents about their overall (mental and physical) health is a big part of the role.
- Experience and knowledge working with youth in schools, community groups and with vulnerable populations is considered an asset.
- A keen interest in outdoor pursuits is considered an asset.
- Superb communication skills via phone, email and video conference – candidate will be liaising with supervisor remotely for majority of the contract.
- Experience using IT tools: Google Suite, Salesforce and Camp Brain is considered an asset.
- Position requires a police background check, including a Vulnerable Sector Check.

## Compensation

\$16.75 per hour, 35 hours/week

## READY TO APPLY?

Please send cover letter and CV to [employ@outwardbound.ca](mailto:employ@outwardbound.ca)

Indicating “Admissions Coordinator”

The position is in collaboration with Canada Summer Jobs and has eligibility criteria including:

- Between 15 and 30 years of age (inclusive) at the start of employment.
- A Canadian Citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee protection act.
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations

Application deadline: June 4, 2021

Outward Bound Canada is an equal opportunity employer, we recognize that people come with a wealth of experience beyond the technical requirements of a job, if your experience is close to what you see listed, please consider applying. Outward Bound Canada strives to have a broad representation that is reflective of the diversity of Canada and values the diversity of people and communities and is committed to inclusion in our organization. We encourage applications from all individuals who will help us achieve our goals, including women, racialized people, members of the 2SLGBTQIA+ community, and all other equity-deserving groups.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. Please let us know if you require accommodations at any stage during the hiring process.