



Position:	Wilderness Program Manager (Northern Ontario)
Immediate Supervisor:	Ontario Director
Start date	June 2021
Location:	Aspdin, ON (west of Huntsville)
Employment Type:	Full-Time

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 2021 with our program offerings for the public and partners.

## ABOUT THE POSITION

The Wilderness Program Manager will ensure that the transformational journeys experienced by the students are planned and delivered in a highly organized, responsible manner. This role will manage the northern Ontario expeditions including: employees, program site areas, and programs, including: course administration, course planning, programming, delivery, logistics, risk oversight, supervision, and evaluation. In addition, the Program Manager provides support to instructors, clients, partners and all other organizational relationships. This position is currently based in Aspdin (approximately 30 minutes west of Huntsville, Muskoka, ON). The expeditions are delivered year round and currently include canoeing, snowshoeing, and backpacking.

## DUTIES AND RESPONSIBILITIES

### PROGRAM

- Coordinates the execution of the program plans with the Director.
- Manages instructional employees, ensuring high quality program delivery.
- Ensures high quality and efficient logistical systems which includes transportation and equipment systems.
- Works in conjunction with the Director to enhance and develop programming.



- Creates, monitors and maintains: unique programmatic designs, program implementation and evaluation.
- Other duties as assigned.

## **RISK MANAGEMENT**

- Ensures courses and programs are run in accordance with risk management protocols.
- Achieves the objectives of the OBC National Risk Management Policy and acts as the Regional Safety Officer.
- Addresses and facilitates all incident reporting processes.
- Provides risk management briefings and de-briefings to employees.
- Ensures students are briefed as to participation expectations and safety requirements.
- Facilitates and monitors logistics, food, transportation, admissions, route planning, staffing, emergency response and curriculum plans to maintain appropriate risk management and oversight of safety systems.
- In times of need: field ready to replace a staff member on course.

## **ADMINISTRATION**

- Ensures the workspace is compliant with Health and Safety standards in collaboration with the Director and HR.
- Provides direct customer care for participants and their families/teachers/agencies.
- Coordinates the transfer of course information from key sources to instructors.
- Works with the team to schedule and deliver on-call service, manage evacuations and other field responses. On-call requirements include a requirement to be within 100 km or 1.5 hour from the base.
- Organizes and facilitates program evaluation and paperwork process.
- Works with the Director in the hiring, training, evaluation, and mentoring of employees.
- Maintains up-to-date knowledge of current industry trends and standards.
- Participates in national OBC team meetings and retreats, providing regional leadership and representation as required.
- Supervises and maintains contractor relationships; i.e. food service provider, parks, etc.
- Ensures that there is a positive, welcoming, harmonious and constructive environment.

## **QUALIFICATIONS AND EXPERIENCE**

- Post-secondary education in one of the following fields: environmental science, education, recreation, therapy or similar.
- 3 years in a supervisory role, supervising seasonal faculty and administrative staff members is an asset.
- Understanding and application of OBC policies and philosophies and pedagogy is preferred.
- Proficient in behaviour management, crisis intervention and problem solving.
- Experience with tripping practices and principles.
- Experience in adventure and experiential educational module delivery.



- Focus on providing high levels of customer service.
- Ability to be a significant contributor to several small teams as well as working unsupervised.
- Experience in managing and maintaining a positive instructor team and community.
- Highly organized, computer, database, and social media proficient.
- High level of mentorship, professionalism and follow through.

## CERTIFICATIONS

- Wilderness First Responder (WFR)
- CPR-C
- Bronze Cross / NLS
- F-Class (or equivalent) Driver's License (or willing to obtain)
- Paddle Canada or ORCKA Certification (or willing to obtain)
- Whitewater Rescue Technician (or willing to obtain)
- Position requires a police background check, including a Vulnerable Sector Check

## COMPENSATION AND BENEFITS:

- Full time, year round position
- GRSP contributions and benefits package
- A more than competitive salary

## READY TO APPLY?

Cover letters, resumes and trip logs can be submitted via our application database: [click here](#)

Please identify the position as "Wilderness Program Manager" when you apply.

**Application deadline:** May 28, 2021, applications will be reviewed on a rolling basis

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.