



Project Canoe Position Overview

Position: Summer Program Director

Reporting To: Executive Director

JOB SUMMARY

The Summer Program Director (SPD) is responsible for supervision of the summer staff, implementing the summer program, and managing youth outreach and intake. This includes assisting with hiring, organizing and leading training, organizing the staff canoe trip, and coordinating on-going skill development and training throughout the summer. The SPD may have the opportunity to lead a youth canoe trip during the contract, if resources permit and arrangements can be made to cover the SPD responsibilities while on trip. The SPD is expected to follow Project Canoe's philosophy for working with our youth and adhere to all policies and procedures. The SPD will also have training, maintenance, and committee responsibilities. They will lead presentations in the GTA and surrounding communities to promote the summer program, assist in maintaining the camper database, and conduct intake interviews with youth.

Reporting to the Executive Director (ED) and collaborating with the Program Committee, the Summer Program Director is responsible for the following areas with this approximate time breakdown:

- Youth Outreach and Intake, Partnership Development, and Partnership Stewardship: 35%
- Program Design, Delivery, and Oversight: 50%
- Program and Office Administration (includes meetings, reporting, creation of marketing materials, and distribution of materials): 15%

MINIMUM QUALIFICATIONS

- Relevant background (3 or more years of direct experience) in child/youth services (MSWs, BSWs, Child and Youth Workers or others with relevant education and experience are encouraged to apply), with preference given to candidates with specific experience working with our target population (youth "at-risk") and experience with and love of the outdoors.
- Experience managing or supervising staff
- Advanced Wilderness First Aid, National Lifeguard Service (NLS), ORCKA tripping 2 or equivalent experience are highly valued
- G Class license. F-Class license or willingness to obtain F Class License are optional but looked upon favourably.
- Other instructor qualifications an asset



REQUIREMENTS

- Interview with the Human Resources Committee
- Criminal reference check (vulnerable sector)
- Signed medical examination within one year of employment start date, certifying fitness for job duties
- Copies of certifications (must be current)
- Minimum 3 references, two of which must be related to working with youth
- Must be comfortable in a collaborative staff working and living structure

RESPONSIBILITIES

Staff Hiring, Training & Management

- Encourage commitment to youth whom we serve, and ensure that staff work within the philosophy and framework of the organization
- Honour and encourage each staff's individual talents, experience and contribution to the staff team and program
- Act as an approachable resource for all staff
- Assist on the ad-hoc hiring committee for summer staff, where possible
- Create, implement and supervise summer staff training
- Plan and lead the staff training canoe trip
- Maintain professional relationships with all summer staff and Executive Director
- Advise and support the staff throughout the summer, including advising on behaviour management strategies, programming and trip route plans
- Supervise staff and deal with all conflicts or other issues that may arise among staff
- Check in with and evaluate all staff and assist with exit interviews.
- Act as a model of excellent skills in leading wilderness canoe trips and in working with our youth population

Program Supervision and Implementation

- Arrange youth in safe and appropriate tripping groups
- Work with the PD in arranging trip leading staff pairs that will best suit the needs of the youth
- Assist staff in implementing the pool safety training sessions for youth
- Familiarity with the Risk Management Plan of Project Canoe and all emergency/evacuation procedures and relevant policies
- Act as on-call person for emergencies and evacuations while trips are in session
- Facilitate group debriefing after trips and individual staff debriefing when necessary
- Prepare paperwork and Evacuation Packs required for each trip
- Collect all reports and paperwork after trips
- Provide an end-of-summer debrief with all summer staff for the Board



Youth

- Manage intake process for youth interested in attending our in-city year-round programs and our summer wilderness program
- Assesses eligibility of youth for program, redirecting those deemed ineligible to other programs
- Follow Project Canoe's intake and screening procedures as outlined in our Risk Management Plan. The intake process includes reviewing application forms, speaking with referring agencies and parents/guardians, interviewing youth, arranging pool safety training sessions (for the summer program), and supporting youth until they go on an activity or canoe trip

Operation of the Toronto HQ

- Coordinate and supervise safe operation of the Toronto HQ
- Maintain relationships with local supporters and partners
- Screen/ orientate/supervise visitors to site
- Administer the food ordering system to ensure timely delivery and adherence to budget
- Manage the petty cash and follow accounting system

View the job posting at <http://www.canoe.org/wp-content/uploads/SPD-Posting-2016.pdf>