



Project Canoe

Canoe Trip Leader Position Overview

Position: Canoe Trip Leader

Reporting to: Summer Program Director

JOB SUMMARY

Canoe Trip Leaders are responsible for planning, packing and leading wilderness canoe trips for Project Canoe's youth in Algonquin Park. Each canoe trip is composed of two Canoe Trip Leaders and four youth participants. Canoe Trip Leaders co-lead the trip and are responsible for reviewing relevant information regarding the youth prior to trip, engaging and supporting the youth and making appropriate safety and leadership decisions regarding the trip. At all points of the trip, the Canoe Trip Leaders must maintain a youth-focused approach and keep emotional and physical safety of the youth as their primary concern.

Canoe Trip Leaders are also responsible for unpacking the canoe trip and completing all documentation required by Project Canoe. Canoe Trip Leaders are expected to follow Project Canoe's philosophy for working with our youth and adhere to all policies and procedures. They will be required to help run up to two urban outdoor events for youth. Canoe Trip Leaders will also have training, maintenance, on-call and committee responsibilities (see below.)

MINIMUM QUALIFICATIONS

- 2+ seasons of experience working with youth facing barriers *or* 4+ seasons working with youth
- Bronze Cross (NLS preferred)
- Advanced Wilderness First Aid (Wilderness First Aid Responder preferred)
- Driving License (G or F) an asset
- Basic Rescuer CPR (Level C)
- ORCKA Canoe Tripping Level 3 (or equivalent trip leadership experience - i.e. ability to safely plan and co-lead a wilderness canoe trip)

REQUIREMENTS

- Interview with the Human Resources Committee
- Criminal reference check (vulnerable sector)

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- 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

Youth and Program

- Model positive, prosocial and interpersonal behavior for youth
- Accompany and supervise youth on the bus to and from Algonquin Park before and after their trips
- Review relevant information regarding youth to assure safe and appropriate programming
- Plan and implement route and programming for 5 or 8-day long canoe trips
- Complete documentation such as, but not limited to youth and guardian follow-up letters, incident/evacuation reports and youth evaluations
- Participate in planning and running of pool sessions (engaging with youth, educating youth about canoe tripping, observing youth behaviors and interactions, facilitating swim assessments, performing/teaching canoe-over-canoe rescues)
- Follow Project Canoe's philosophy for working with youth, Emergency Procedures and Risk Management Plan
- Help run up to two outdoor events in Toronto during the summer

Training and Committee Work

- Actively engage in a comprehensive, 4-week training including both psychosocial and canoe-tripping sessions
- Facilitate training sessions for peers, supported by Summer Program Director
- Participate in and contribute to staff canoe trip
- Be in charge of maintaining/organizing Food, Equipment, or First Aid Kits/Maps (responsibilities may include repairs, packing out, preparation, assembly maintenance, and inventory).
- Follow budgets and keep accurate records of purchases.



Interpersonal

- Communicate professionally and offer feedback to colleagues, as well as reflecting on own performance
- Engage in self-care in order to keep balanced, healthy and effective with youth
- Contribute to daily living tasks such as cooking, cleaning, maintenance, gardening, etc.
- Participate as part of a decision-making team and use peaceful conflict resolution practices

On Call

- Each staff member will be a member of the on call schedule and therefore responsible for responding to any emergencies during this time
- Staff are prohibited from consuming alcohol while on-call
- Staff are required to answer all phone calls as promptly as possible and frequently check their emails
- The on call member is responsible for informing the Summer Program Director of all inquiries/incidents presently unfolding or resolved in the field a timely manner

A NOTE ABOUT ACOMMODATIONS

When they are not on trip, Canoe Trip Leaders have traditionally lived at Project Canoe's basecamp in Temagami. This year, Project Canoe has a new model based in Toronto. A staff group of five trippers and one summer program director will train together in Toronto and Algonquin Park throughout June.

Applications are available on our website: www.canoe.org

Questions and application should be directed to Tim at: info@canoe.org or 416.778.4311