



TITLE: Off Season Coordinator
Reporting To: Director of Program Partnerships and Operations
PERIOD: Full-Time Year Round

DESCRIPTION:

The Off Season Coordinator is responsible for coordinating and delivering all aspects of Brigadoon Village's off season group rental programs (September – June). They will be responsible for growing Brigadoon's off season revenue by maintaining strong relationships with current groups, and seeking out new groups.

As part of Brigadoon's strategic priorities, The Program Coordinator will develop, implement and evaluate all seasonal programs ensuring we are providing a high standard of programming to all our groups. They will be committed to program evolution and development.

The Program Coordinator is the main point of contact for all rental groups. This includes all pre and post communications and when they are on site. When a group is on site the Coordinator will live onsite and take on the role of Site Supervisor.

Direct Reports:

- Seasonal and contract program staff

DUTIES:

PROGRAM DEVELOPMENT

- Oversee development and implementation of all off season programs with the goal to provide safe, fun and engaging programs;
- Manage program schedules for each group;
- Program facilitation and delivery;
- Manage off-season program budget and program equipment and supplies;
- Risk Management, policy development in conjunction with best practices;
- Evaluate the success of programs and identify areas of growth;
- HR related duties including, recruiting, interviewing, hiring, evaluating and retention of all program staff;
- Develop and implement training for program staff;
- Adhere to CANS PEI accreditation standards
- Assist in summer programming when required.

RENTAL GROUP ADMINISTRATION & MARKETING

- Work to positively maintain and strengthen all existing relationships with current groups;
- Development marketing and recruitment plan to increase revenue of our off season programs;
- Responsible for all communications with the groups pre, during and post group visits;
- Act as Liaison between groups and other departments at Brigadoon Village (ie Kitchen and Facilities);
- Site Supervisor responsibilities when groups are on site.

SITE SAFETY

- Work with Facilities Manager and team to ensure the site is safe, clean and in working order for groups;
- Maintain and review incident reports.

All other duties as required

EXPERIENCE AND QUALIFICATIONS:

Required Qualifications

- University Graduate in recreation, social sciences, education, or Health disciplines or 2 years of progressive camp experience
 - Experience working for a residential camp or outdoor education center
- Demonstrated experience in program development, implementation and evaluation
- Demonstrated management skills including: problem solving, analytical and organizational skills, innovation, creativity and negotiation
- Experience working with and managing staff and volunteers
- Dedication to exceptional customer service
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- CPR Level C and Standard First Aid, wilderness first aid or first responder consider an asset
- Police and Child Abuse Check
- Experience with facilitating groups and understanding of group dynamics.
- Excellent interpersonal, communications and consultative skills
- Excellent verbal and written communication skills
- Computer literacy
- High level of risk awareness, ability to troubleshoot and resolve problems quickly and effectively

Advantageous Criteria

- Demonstrated experience in the camping industry
- An understanding of the power of camp
- Valid driver's license

PARTICULAR WORKING CONDITIONS

- The position is based at the Brigadoon Village site on Aylesford Lake, approximately 20 minutes from Wolfville, NS
- The position involves living on site from September – June when groups are onsite. When onsite meals and accommodations are provided

HOURS OF WORK:

Full-Time – 37.5 hours/week (Flex Time)

Working days vary depending on group requirements

Please note we are flexible on the start date.

HOW TO APPLY:

Please submit cover letter and resume to Jenn Ross, Director of Program Partnerships and Operations via email jenn.ross@brigadoonvillage.org . Please include salary expectations and anticipated start date. **Deadline:** May 25th 2018