*Silver Lake Mennonite Camp, as an extension of the Mennonite Church Eastern Canada, strives to provide an enjoyable setting where spiritual and personal growth are fostered and Christian values and teachings are emphasized. This occurs primarily during an organized summer children's camp, outdoor education as well as retreats, which provide opportunities to meet the needs of youth and adults. Community living, personal discovery, outdoor skills and environmental caring are of primary focus.*

**Position: OUTDOOR EDUCATION COORDINATOR**

Outdoor Education Staff join the SLMC OE team to help make a difference in the life of all who come to camp, to take on new challenges and to grow as an outdoor education professional. We are looking for people who appreciate children and adults, are passionate about nature and want to live and work in a community environment. Together we’ll serve close to 2000 people in the 2020 Outdoor Education season.

This is the first year that Silver Lake is offering this role so flexibility will be required along with a groundbreaker spirit for anyone taking on this position.

**Term: April 25- October 25**

**Reporting:** directly to the Outdoor Education Director, working together to manage the day to day operations of the Outdoor Education program.

**Responsibilities:**

***May, June, September, October***

* Work alongside the Outdoor Education Director to:
* Create a welcoming, positive, high quality Outdoor Education experience for all participants and Outdoor Education staff.
* Provide training to Outdoor Education staff in spring and fall.
* Communicate with teachers during their stay at camp, and with all participants and staff
* Warmly welcome participants to camp and share Silver Lake values with participants
* Assist in meal time procedures including announcements and grace
* Lead evening programs when Outdoor Education Director is not there
* Implement programs during retreats and school groups
* Help ensure all standards are being met (OPHEA, OCA, Public Health, Health & Safety, etc.)
* Help with prep and errands for groups
* Organize, order, and manage program areas
* Fulfill maintenance and cleaning tasks as required, taking care of SLMC facilities and property.
* Notify the Director of any concerns with the participants, staff, job responsibilities or standards.
* Other duties as assigned

***July, August***

In July and August the Coordinator will take a leadership role in the summer camp program based on the skills/ interests of the applicant and the needs of camp (to be decided in conversation with the applicant). In the fall there may be time for program development and or promotion/marketing.

**Note:** This is an on-site position at Silver Lake Mennonite Camp. Housing is provided

**Qualifications**

The successful candidate will have the following:

***Skills, Knowledge and Certifications***

* Excellent leadership, communication and problem-solving skills
* Program area skills as outlined in certifications below and other areas such as nature.
* Capacity to provide leadership and supervision to an Outdoor Education staff
* Ability to take initiative and prioritize so that the Outdoor Education program runs smoothly
* Knowledge of regulations related to Outdoor Education programs or a commitment to being familiar with them by May 1, 2020 (i.e. OCA, OPHEA, Public Health, Health & Safety, AODA)
* Ability to accept supervision and guidance.
* Ability to make sound decisions as needed and carry out changes/ trouble shoot as required.
* Ability to teach activities effectively and inclusively and to teach independently.
* Encourage participants to respect each other, the environment, camp equipment and facilities.
* Lead participants in graces and devotionals
* Ability to speak to large groups giving clear instructions
* **The following certifications must be completed or the contract will be offered conditional on completion by May 1, 2020:** Vulnerable Sector Check; First Aid with CPR-C, and all necessary required trainings (i.e. WHMIS 2015, Health and Safety, AODA, etc.).
* NL, Low Ropes, Climbing Tower, ORCKA Camp Canoe Instructor and driver’s License not required but preference is for as many of these as possible.

***Assets*:**

* High-energy with the desire and ability to work in an educational, outdoor setting with children
* Flexible, adaptable, enthusiastic, safety conscious, mature and responsible
* Role model appropriate cleanliness, punctuality, dress, language and attitude.
* Willingness and capacity to work as a team
* Camp and administrative experience
* Active participation SLMC’s Health & Safety Program, following all applicable SLMC safety rules, procedures and policies.
* Post-secondary education in a related field (preferred)

***Mennonite Identity:***

Silver Lake Mennonite Camp is an extension of Mennonite Church Eastern Canada and as such, the successful candidate must be committed to supporting Silver Lake’s mission statement (see above).

**Position is Open Until Filled.**