



JOB DESCRIPTION

Identification

Department: Recreation

Position: Youth Outdoor Recreation Coordinator

Supervisor: Director of Recreation

Hours of Work: 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope: Under the direct supervision of the Director of Recreation, the Youth Outdoor Recreation Coordinator will oversee the development, implementation, and evaluation of outdoor recreation and adventure programming for youth aged 11-14. The role emphasizes outdoor leadership, skill-building, and fostering a connection to nature through activities such as kayaking, mountain biking, surfing, climbing, and survival skills.

Desired Qualities/Qualifications:

- Completion of high school and enrollment in post-secondary education, preferably in Recreation Management, Outdoor Education, or a related field.
- Experience working with youth aged 11-14 in outdoor or adventure settings.
- Proficiency in outdoor activities such as kayaking, mountain biking, surfing, climbing, and survival skills is desirable.
- Certification in First Aid/CPR Level C and outdoor leadership certifications (e.g., Paddle Canada, Wilderness First Aid, or equivalent) are preferred or a willingness to obtain them.
- Strong leadership, organizational, and communication skills.
- A team player who is creative, enthusiastic, and passionate about youth development and outdoor recreation.

Duties: Responsibilities include, but are not limited to the following:

Programming

- Design and deliver comprehensive outdoor recreation programs that build skills, confidence, and leadership in youth aged 11-14.
- Provide instruction and guidance in activities such as kayaking, mountain biking, surfing, climbing, and survival skills, ensuring safety and engagement.
- Identify and secure all necessary resources, including equipment, transportation, and facilities.

- Collaborate with local organizations, businesses, and community members to expand programming opportunities.
- Evaluate programs through feedback and departmental evaluation processes to ensure continuous improvement.
- Conduct thorough risk assessments and ensure adherence to safety guidelines during all activities

Administrative

- Manage program budgets, ensuring efficient allocation of resources.
- Maintain accurate records of participant registration, attendance, and evaluations.
- Purchase and maintain equipment and supplies necessary for outdoor programming.
- Prepare and submit reports on participation, program outcomes, and evaluations as required.

Public Relations/Promotions

- Promote outdoor programs and events through social media, brochures, posters, and school outreach.
- Foster strong relationships with parents, guardians, and participants to build trust and engagement.
- Act as a community advocate for outdoor recreation and youth development.

Supervisory

- Recruit, train, and supervise volunteers, guest instructors, and facilitators for outdoor programs.
- Provide mentorship and leadership to seasonal staff involved in youth programming.
- Develop and manage schedules for staff and volunteers to ensure program efficiency.

Additional Responsibilities:

- Lead or assist in the planning and execution of seasonal outdoor events for youth and families.
- Act as a resource for other recreation staff, sharing expertise in outdoor and adventure programming.
- Perform other duties as assigned by the Director of Recreation or Active Living Coordinator.