

HALIFAX REGIONAL MUNICIPALITY
Community Recreation Services
ADVENTURE EARTH CENTRE
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Spring 2010 - Employment Opportunity
Vision 2020 - Program Leader

Deadline for Applications: February 11, 2011

In the past 25 years, the Adventure Earth Centre has engaged over 50,000 young people in award-winning, experiential programs at the cutting edge of environmental education, youth leadership and outdoor recreation in Canada. We help young people to...

- appreciate, understand, and care for themselves and the earth
- develop leadership skills to make a positive difference for their communities and the planet

We do it through...

- Creative, fun adventures that connect experiences in nature with practical understanding and positive change in homes, schools, and communities
- Practical experiences that inspire young people through hands-on leadership and service

One of the Adventure Earth Centre's strongest assets has always been its diverse and talented staff. Each season brings a new group of strong leaders with a wide variety of backgrounds who bring the programs to life. Including:

- Educators with experience in environmental education
- Undergrad and grad students from Recreation, Biology, Environmental Studies, Environmental Sciences and/or the Fine Arts
- Education students interested in teaching secondary students
- A background in residential and/summer camps
- Teachers looking to gain experience in delivering environmental education
- Drama and/or musical expertise with experience working with youth

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Vision 2020 Description

Vision 20/20 is an Earth Education Program for Grade 8 students, in a residential camp setting. Each session runs for 3 days/2nights with up to 60 participants. The three-day outdoor experience takes place at Camp Mockingee outside of Windsor, Nova Scotia. There is a minimum of one to ten leader/student ratio in addition to the On-Site Coordinator, Team Leader, Cook, and Teachers and Staff from the school accompanying the group. Leaders are given specific training in environmental education and working with young people in outdoor settings.

Vision 2020 Program Leader

- 14 positions available (7 positions for Mon-Wed & 7 positions for Wed-Fri).
- Length of position: 7-8 weeks, for each 3-day program, staff are paid for 34 hours of work time (with 1 week of training @ 40 hours).
- Start Date: April 25, 2011 End Date: (M-W: June 10, 2011; W-F June 15, 2011).
- Location: Camp Mockingee (20 minutes inland from Windsor, Nova Scotia)
- Transportation: Staff will car pool to and from the camp. Any staff with a vehicle willing to transport staff if necessary will be paid mileage (please indicate this in your application).
- Wage: \$9.00 to \$11.00 per hour + 4% vacation pay.

VISION 2020 PROGRAM LEADER - POSITION SUMMARY

*The role of Vision 2020 Program Leader **includes the duties of Crew Leader & Cabin Counselor.***

CREW LEADER:

Responsible for the safety of all crew members at all times when in charge of students. Familiar with the health, dietary and behaviour issues of crew.

Establish crew rules and norms and work to build a strong crew team that supports each other.

Work as a member of a team of staff, under the direction of a team leader, to provide quality teaching of the program curriculum with good energy at your personal best. Ensure you are prepared for activities before they occur and know what is coming next.

Collaborate with other staff members in presenting dramatic characters that help deliver the program curriculum.

Sit with crew at meal times. Manage crew to get assigned chores done efficiently with a good team spirit.

Builds relationship with each crew member and recognizes and supports their efforts and concerns. Problem-solves individual or crew difficulties.

Expresses needs to team leader/on-site coordinator and seeks support if having difficulty with individual students.

You will also act as a CABIN COUNSELOR:

Responsible for the safety of each student in the cabin.

Knows the health, dietary and behavior issues of each child in his/her care.

Establishes rules and norms of the cabin and helps create cabin spirit.

Stays with the students. Supervises nightly bed preparations and night time snack.

Ensure that all cabin members are awake and ready in time for breakfast.

BASIC QUALIFICATIONS

Experience in a leadership role working or volunteering with youth in a recreational or educational setting.

Group facilitation skills.

Background in one or more of the following:

- ❖ residential camp experience
- ❖ earth education/experience
- ❖ environmental education/experience
- ❖ outdoor recreation education/experience
- ❖ bachelor of education, recreation or science program (enrolled in or completed)
- ❖ Understanding of healthy child/youth development.
- ❖ Customer Service and effective communication skills in dealing with the public.

THE FOLLOWING WILL BE CONSIDERED ASSETS:

- ❖ Previous experience working at the Adventure Earth Centre is highly regarded.
- ❖ Experience working with persons with a disability.
- ❖ Experience in designing program curriculum and program planning.
- ❖ Supervisory/teaching experience.
- ❖ Background in drama, music, arts and languages.

CONDITIONS OF EMPLOYMENT:

Current certification in Emergency First Aid and Level B CPR.

Successful completion of all leadership training requirements.

Screening through the Child Abuse Registry as well as a criminal records background check.

Hiring Procedures:

All appointments to positions in the Halifax Regional Municipality are made based on merit. All vacant positions are filled by the most qualified candidate. In recruiting, selecting and hiring candidates, the principles of merit and fairness are maintained.

The Halifax Regional Municipality is committed to reflecting the community it serves. Equality of opportunity characterizes both the ideals and administration of the municipality. The Employment Equity Program supports and promotes the equitable participation of the following persons and groups within the administration of the Halifax Regional Municipality: racially visible persons, women, persons with disabilities and aboriginal persons.

Some positions are filled by returning staff. All returning staff must reapply.

The number of jobs available is dependent upon: budget approval; grant funding; and program registration numbers.

Supervisors use various selection tools to determine the qualifications of candidates, including interviews; written, practical and fitness tests; reference checks, etc. Interviews are based on the knowledge, skills, abilities and personal suitability required for the job. Make sure you know what is required for the job.

Late applications will be reviewed only after all on time applicants have been considered

If you are offered a position you must present your Social Insurance Number (SIN) Card in order to get paid. If you do not already have a SIN you should contact Human Resources Development Canada now.

Application tips: Include all relevant experience/education on your resume. Research the job. Prepare for the interview/test.

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To Apply

Please forward your resume and a cover letter stating the position(s) being applied for via mail, fax or email. See mailing address, fax number and email address below.

HRM thanks all applicants for their interest however only those who receive an interview will be contacted.

PLEASE NOTE: Candidates interested in summer employment must apply through the summer hiring process and requires a specific application form available at all Halifax Regional Municipality Community Recreation Centres in early February.

HOW TO CONTACT US

By Mail: Adventure Earth Centre, 68 Parkhill Road, Halifax, N.S. B3P 1R6

By E-mail: taylor@halifax.ca

By Fax: 902-490-4509

By Phone: 902-490-4584

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