



Do you:

- Want to empower people of all ages while working in the outdoors?
- Want to help transform adults and youth from around the world with creative thinking and teamwork?
- Consider yourself to be an emerging adventurer who is skilled at leading outdoor experiences?
- Like to challenge yourself & work hard for what you believe in?

Then we are the match for you!

Duties and Responsibilities:

Program Facilitators work as a team to plan and facilitate exciting leadership, experiential and recreational - based programming for guests. Versatile by nature, each Program Facilitator serves as a frontline customer service ambassador prepared to take on a variety of tasks to ensure a positive and unforgettable experience is had by all guests; this is the Bark Lake Advantage.

Primary duties involve delivering intentional leadership, experiential and recreational -based activities to our school groups, organizations, CIC summer camp (international students) and corporate clients.

This includes:

- Leading up to three 2-hour program periods plus an evening program per day.
- Working knowledge and experience working with groups leading a variety of different outdoor/educational activities.
- Preparing all program activities and areas for use and ensuring areas are tidy after program conclusion.
- Assisting with Dining Hall routine and Tuck Shop operations.
- Assisting with overnight client support.
- Support and work with Waterfront Coordinator, Challenge Course Supervisor and Manager
- Maintain a working relationship with all other Bark Lake Staff in other departments

Additional duties include:

- Supporting the design and development of new programs for Bark Lake.
- Providing customer service through serving or bartending support to weddings and other special events.
- Occasionally assisting with Food Services, Housekeeping, and Maintenance as required.



Qualifications

Specific Job Skills:

- Current NLS Waterfront or Pool & Pleasure Craft Operator – *Preference maybe given to applicants with both certifications*
- Enjoy working with Canadian and International Youth in an outdoors setting.
- Be able to provide outstanding and professional customer service to adult and corporate guests.
- Be able to work a flexible schedule, including evenings, weekends, and holidays.
- Be able to actively work for at least 10 hours per day over a 12.5 hours
- Hold current Standard First Aid or Wilderness First Responders with CPR.
- Experience with leading large groups, and /or working in a camp, outdoor education, or leadership development setting.
- A graduate or returning student of a post-secondary institution.
- Able to submit a clean Vulnerable Sector Police Record Check.
- **Must be available from April 30th through May 4th, 2018 for Mandatory Staff Training**

Soft Skills:

- Outstanding professional customer service
- Sense of humour
- Able to work under pressure
- Able to work long hours and back-to-back days
- Able to work outside during all weather conditions
- Able to take initiative and receive feedback
- Able to work unsupervised as well as part of a team

Additional Qualifications: (Preference maybe to give to Candidate who has these additional certifications)

- Challenge Course Certifications: ACCT Level 1 or 2
- ORCKA Basic Canoe /Kayak Instructor, or equivalent
- ORCKA Canoe Tripping Level 3 or equivalent
- Ontario Certified Teacher/ESL training
- Wilderness First Responder or Wilderness Advance First Aid
- Facilitation Training
- Food Safety Training
- Smart Serve

Compensation:

Daily Base pay \$140.00 (based on 10 hour day)

Additional pay based on certifications and experience

Room and Board is provided (based on shared accommodations)



Length of Contract:

April 30th, 2018 - October 31st, 2018 (Spring to Fall Contract – avg. 6 months)
April 30th, 2018 – August 31st, 2018 (Spring to Summer Contract – avg. 4 months)
June 11th, 2018 – August 20th, 2018 (Summer Contract – avg. 2 months – must attend training)

Mandatory training: April 30th through May 4th, 2018
Possibility for contract extension based on performance

Application Process

1) Submit your *resume, cover letter and references* to:

Maria Paterson - Director
Bark Lake Leadership and Conference Centre
1551 Bark Lake Dr., Irondale, ON K0M 1X0
Email: maria@barklake.com

Cover letter, resumes and references should include all your relevant skills and experiences and indicate how you will add value to our program and team

Please indicate clearly which contract you are applying for

- 2) Interview process: There will be two rounds of interviews:
- i) Phone interviews – week of March 5-9th, 2018
 - ii) Second round interviews - week of March 19-23, 2018
- 3) Applications will be reviewed by the Program Department. Successful candidates will be invited to interview. Only those selected for an interview will be contacted.

Closing: February 26th, at 12:00 pm

Do YOU have what it takes to join THIS team?

Bark Lake Leadership and Conference Centre is committed to workplace diversity and provides accommodations, whenever possible, to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Bark Lake at 1-888-517-9999 or email maria@barklake.com.