

## WHO ARE WE?

Bark Lake Leadership and Conference Centre began as the Ontario Camp Leadership Centre at Bark Lake in 1948. Now privately owned by Columbia International College in Hamilton, this year-round centre continues to be a forerunner in Outdoor Education, Leadership and providing unforgettable experiences. Situated 2 ½ hours north of Toronto on a beautiful secluded lake and 500 acre forest, we are located in the beautiful Haliburton Highlands nestled in the small community of Irondale. We operate from September to June as an Outdoor Education, Recreation, Leadership and Conference Centre for schools, colleges, universities, families, adults, businesses, clubs and other special interest groups. During the summer months (July and August) we host a number of camp style groups, including our International Summer Camp program. And on top off all that, we're an ideal location for weddings and retreats. We are a growing business and an exciting place to come and accelerate your professional growth and development through creative and countless ways.

## Duties and Responsibilities:

### Primary duties

The Program Manager is responsible for the management and operation of the Program Department. As a member of the Program Leadership Team, the Program Manager takes a lead on program development, projects related to equipment, infrastructure, hiring and training of the program team. This role requires a force driven individual who has experience managing others in the outdoor education field.

This includes:

- Serve as the Program Manager for the program facilitators year around.
- Develop and maintain programming needs for Bark Lake.
- Build, develop and maintain Educational and curriculum-based programming with CIC and other schools.
- Hiring, recruiting staff, performance assessment and performance reviews.
- Supporting the design and development of new programs for Bark Lake.
- Ensure all program areas are running with industry standards and best practices in line with OPHEA and OCA guidelines.
- Serve as Out Trip Coordinator – plan, develop and maintain.
- Workshop and training development for centre.
- Active member of the Bark Lake Leadership and Management team.
- Act as back-up staff for emergencies.
- Attend job fairs, trade shows and conferences representing Bark Lake's unwavering customer service.
- Willing to demonstrate an openness to assist with other task and duties outside of position.

## Qualifications

### Specific Job Skills:

- 2-3 years' experience working in the outdoor industry, leadership development or related field.
- Completed post-secondary education in related field.
- Be able to work a flexible schedule, including evenings, weekends, and holidays.
- Model effective communication skills; and exemplify strong skills in supporting and training staff.
- Able to juggle multiple projects with numerous stakeholders.
- Experience in writing reports, administration skills and budget development and management.
- Provide a physically and emotionally safe and supportive environment for education, cooperation and fun among the team and other departments.
- Organization, time management, communication skills are a must.

### 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.

### Condition of Employment:

- Vulnerable Sector Screening - (Current within 3 months of contract start date)
- Minimum Standard First Aid/Wilderness First Responders and CPR - C/AED

### Additional Qualifications: (Preference maybe give to Candidate who have additional certifications)

- Ontario Certified Teacher
- NLS Waterfront or Pool & Pleasure Craft Operator's Card
- Challenge Course Practitioner Certification from ACCT accredited trainer
- ORCKA Basic Canoe /Kayak Instructor, or equivalent
- ORCKA Canoe Tripping Level 3 or equivalent
- Facilitation Training
- Food Safety Training

## Compensation:

Salary – dependent on skills and experience.  
Benefits after 3 month review



Position Status:

Full time/year around – Start date Nov 1, 2018

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: [mpaterson@barklake.com](mailto:mpaterson@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

- 2) Interview process: There will be two rounds of interviews:
- i) Phone interviews
  - ii) Second round interviews
- 3) Applications will be reviewed by Director and General Manger. Successful candidates will be invited to interview. Only those selected for an interview will be contacted.

Do YOU have what it takes to join THIS team?



**BARK LAKE**  
LEADERSHIP AND CONFERENCE CENTRE

## PROGRAM MANAGER FULL TIME – YEAR AROUND

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 [mpaterson@barklake.com](mailto:mpaterson@barklake.com).

