

**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:**

**Primary Role: Challenge Course Supervisor (CCS)**

The CCS is a program facilitator who carries a current Challenge Course Practitioner Level 2 and is designated by the Challenge Course Manager for their evaluated skills and knowledge. A CCS is responsible for the daily operations of the climbing activities (high/low ropes course and climbing/rappel wall) along with all other climbing operations from session to session. The CCS will be directly in charge of ensuring a positive and safe climbing experience for all clients.

**Secondary Role: Program Facilitator**

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 clients; **this is the Bark Lake Advantage.**

This includes:

- Leading up to three 2-hour climbing program periods plus an evening program if required.
- Preparing all climbing activities and areas for use, and ensuring areas are tidy after program conclusion
- Responsible for daily set-up and take down of course, maintenance of equipment and gear
- Assist with training of other staff with course related skills, protocol, and procedures
- Complete and ensure all information logs are up to date

**Additional duties include:**

- Assisting with Dinning Hall routine and Tuck shop operations
- Assisting with overnight client support
- 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:

- 2+ year experience operating climbing activities (high ropes, climbing wall and low ropes).
- Hold a current Association of Challenge Course Technology Level 2 certification (other forms of climbing or low ropes training is as asset).
- Indicate a high level of competency and understanding of risk management dealing with climbing
- Be able to work a flexible schedule, including evenings, weekends, and holidays.
- Hold current Standard First Aid or Wilderness First Responders with CPR.
- Experience with leading large groups, and /or working in a camp, outdoor education, and leadership development setting.
- Comfortable with heights and have the ability to call or react to a rescue situation.
- Must be able to climbing, belay (ATC, A-team, Gri-Gri and Munter hitch)
- Able to set up and work a Rappel System from the ground and air
- A graduate or returning student of a post-secondary institution.
- Able to submit a clean Vulnerable Sector Police Record Check.
- Enjoy working with Canadian and International Youth in an outdoors setting.
- Be able to provide outstanding customer service to adult and corporate guests.
- **Must be available from April 30<sup>th</sup> - May 4<sup>th</sup>, 2019 for Mandatory Staff Training**

### Soft Skills:

- Outstanding customer service
- Sense of humour
- Able to work under pressure
- Able to take initiative
- Excellent reading, writing and computer skills
- Able to work unsupervised as well as part of a team

### Additional Qualifications: (Candidates should have at least some of these certifications)

- Swimming Qualifications (NLS Waterfront or pool, Bronze Med or Cross)
- Pleasure Craft Operator
- ORCKA Basic Canoe or Kayak or VC 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
- ProjectWILD
- Smart Serve



### Compensation:

Daily Base pay \$150.00 (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 15<sup>th</sup> - October 31<sup>st</sup>, 2019 (Spring to Fall Contract based – 6 months)

Mandatory training: April 30<sup>th</sup>, 2019 - May 4<sup>th</sup>, 2019

*Possibility for contract extension based on performance*

### Application Process

1. Submit your *resume*, *cover letter* and 3 *references* to:

Joe Fortin – Program Manager  
Bark Lake Leadership and Conference Centre  
1551 Bark Lake Dr., Irondale, ON K0M 1X0  
Email: [hr.assistant@barklake.com](mailto:hr.assistant@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:
  - i) Either in-person or Skype interviews are available.
  - ii) Please provide three references
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.

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](mailto:maria@barklake.com).