



SPRING / SUMMER PROGRAM FACILITATOR

Bark Lake Leadership and Conference Centre
1551 Bark Lake Dr.
Irondale, ON K0M 1X0

Rate of Pay: \$140.00/ day – base wage
Position Status: Seasonal Contract
Start Date: April 27th, 2020
Contract Length: 2, 4, or 6 Months (Negotiable)

Nature & Scope:

Bark Lake is seeking passionate, professional and forward thinking individuals to join our Program Facilitation Team.

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.**

The ideal Program Facilitator has a desire to not only work with our guest in this natural setting, but also provide a truly memorable experience.

Responsibilities:

- Facilitate programs for schools, adults, weddings, and other special interest groups during weekdays and weekends;
- Set up and tear down of all program areas, delivery of activities and providing a safe space for learning and exploring;
- Support and work with Waterfront Coordinator, Challenge Course Supervisor, and the Senior Leadership Team;
- Provide customer service through serving or bartending support to weddings and other special events;
- Occasionally assist with Food Services, Housekeeping and Maintenance as required;
- Assist with Dining Hall and Tuck Shop routines and overnight client support;
- Demonstrate an openness and willingness to assist with other tasks and duties outside of the above for as assigned by the Program Manager or Assistant General Manager.

WHO WE ARE:

Bark Lake Leadership and Conference Centre began as the Ontario Camp Leadership Centre in 1948 and is located in the Haliburton Highlands. We are passionate about making leaders, building character, nature and adventure based experiences, and creating an environment for excellence in group interaction in this beautiful, wild place!

Spring Season (May – June)

Program Facilitators are primarily responsible for facilitating adventure programming for our School Groups and Organizations. These groups are typically Grade 7& 8 and high school students from Ontario.

Summer Season (July – August)

Program Facilitators work with a number of different camps that Bark Lake hosts. Working with Columbia International College, approximately a thousand students visit us from more than twenty different countries. We help these international guests experience the Canadian wilderness in all of its glory.

Facilitators also help host events/ retreats and weddings and work with our corporate clients.

Contract extension may be possible based on performance and group numbers.





BARK LAKE

LEADERSHIP AND CONFERENCE CENTRE

Qualifications:

- *Current Police Check with Vulnerable Sector Screening;*
- *Current certification in Standard First Aid & CPR C;*
- Graduate or returning student of a post-secondary institution;
- Enjoy working in a fast-paced outdoor setting;
- Able to provide outstanding customer service to all guests, both youth and adults;
- Experience with leading large groups, and /or working in a camp, outdoor education, or leadership development setting.

Additional Qualifications: (Preference may be given to Candidates who possess additional qualifications)

- Swimming Qualifications (NLS Waterfront or pool, Bronze Medallion or Cross);
- Challenge Course Certifications: ACCT Level 1 or 2;
- ORCKA Basic Canoe or Kayak or Voyageur Canoe Instructor or equivalent;
- Wilderness First Responder or Advanced Wilderness First Aid;
- ORCKA Canoe Tripping Level 3 or equivalent;
- Pleasure Craft Operator;
- Ontario Certified Teacher/ESL training;
- Facilitation Training;
- Food Safety Training;
- Smart Serve.

Application Process:

Submit your resume, cover letter, and 3 references to:

Maria Paterson – Assistant General Manager
Email: hr.assistant@barklake.com

Please ensure that your cover letter, resume, and references include all relevant skills and experiences as well as indicates how you will add value to our program and team.

Mandatory Staff Training will be held from Monday April 27th, 2020 until Friday May 1st, 2020.

We thank all applicants, however, only those considered for an interview will be contacted.

Bark Lake sits on 500 acres and is owned by the Columbia International College (CIC). Located in Hamilton, CIC is the largest, private, residential school in Canada. Bringing in students from around the world to study within the Ontario Educational system. CIC's goal is to have their students enroll in a Canadian University.

Top 5 Reasons to Work at Bark Lake:

1. Working with professional and like-minded individuals
2. Room and Board on site
3. Opportunities to upgrade your professional development at a discounted rate
4. Get to work outside with a wide variety of clients
5. Get to work and play in the Haliburton Highlands, a destination for outdoor adventure

Accessibility:

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 hr.assistant@barklake.com.

For more information visit:
www.barklake.com

