



BARK LAKE

LEADERSHIP AND CONFERENCE CENTRE

SPECIAL EVENTS ASSISTANT / PROGRAM FACILITATOR

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

Rate of Pay: \$150.00/ day – base wage
Position Status: Seasonal Contract
Start date: April 1st, 2020
Contract Length: 9 months

Nature & Scope:

Bark Lake is seeking a passionate, professional and forward thinking individual to join our team.

Primary Role: Special Events Assistant

The Special Events Assistant is responsible for delivering a comfortable, pleasant, and meaningful experience to all guests of the Bark Lake Leadership and Conference Centre. This is achieved by assisting the Special Events Coordinator in communicating with guests in order to understand their needs and requests; and working with all departments to deliver on those requests to the best of Bark Lake's abilities.

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

Responsibilities:

- Assist in event planning, logistics and staffing;
- Create staff work plans and inform staff of duties and assignments;
- Create seating charts, floor plans, and itineraries;
- Oversee that spaces are ready and cleaned prior to arrival of clients;
- Assist the Special Events Coordinator with investigating complaints regarding services and equipment, and take corrective action;
- Assist with training staff in event-related skills, protocols, and procedures;
- Maintain communication with event vendors;
- General office and administration duties;
- Support the Business Development team when needed;
- Act as overnight on-call back up for emergencies (need to be able to stay on-site several times a month);
- Facilitate programs for school, adults, weddings, and other special interest groups;
- Assist with Dining Hall, and Tuck shop routines;

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.



- Occasionally assist with Food Services, Housekeeping and Maintenance as required;
- Act as an ambassador for the Bark Lake brand of adventure, leadership, and unwavering customer service;
- Demonstrate an openness and willingness to assist with other tasks and duties outside of the above as assigned by the Business Development Manager and Assistant General Manager.

Qualifications: (mandatory)

- *Understanding of and experience with the event planning;*
- *Smart Serve certified or willing and able to obtain;*
- *Able to work a flexible schedule, including evenings, weekends, and holidays;*
- *Hold certification in Standard First Aid, CPR C;*
- *Current Police Check with Vulnerable Sector Screening;*
- Able to actively work long hours, lift and move heavy objects, and work outside in all weather conditions;
- Able to provide outstanding and professional customer service to youth, adult, and corporate guests;
- Able to use Microsoft Office (Word and Excel);
- Display drive and enjoy working in a fast-paced outdoor and office setting;
- Experience with leading large groups, and /or working in a camp, outdoor education, resort, or restaurant setting.

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

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

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 and resume includes references and all relevant skills and experiences as well as indicates how you will add value to our 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

