



BARK LAKE

LEADERSHIP AND CONFERENCE CENTRE

WATERFRONT COORDINATOR / PROGRAM FACILITATOR

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

Rate of Pay: \$150.00/ day – base wage Start Date: April 14th, 2020
Position Status: Seasonal Contract Contract Length: 6 Months

Nature & Scope:

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

Primary Role: Waterfront Coordinator

The Waterfront Coordinator handles all aspects of the day-to-day water operations. You will oversee the training and qualifications of staff involved in lifeguarding and are responsible for ensuring appropriate supervision of swim areas and other waterfront activities. The Waterfront Coordinator will ensure all safety standards are upheld and that a positive and safe experience is had by all guests.

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 that a positive and unforgettable experience is had by all guests; this is the **Bark Lake Advantage**.

Responsibilities:

- Train staff in Waterfront Safety Policies and Procedures, for both NLS staff and Program Facilitator;
- Responsible for the care of waterfront area, canoe beach, second beach and other unsupervised water areas;
- Assist with training and maintenance of canoeing, kayaking and other boats;
- Maintain inventory of all waterfront equipment and gear;
- Ensure waterfront paperwork is up to date and filed;
- Act as the Head Lifeguard and supervise other NSL staff;
- Opening and closing of waterfront and related activities;
- Set up and tear down of all program areas, delivery of activities and provide a safe space for learning and exploring;
- Facilitate programs for school, adults, weddings, and other special interest groups during weekdays and weekends;
- Assist with Dining Hall, Tuck shop routines and overnight client support;
- Occasionally assist with Food Services, Housekeeping and

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)

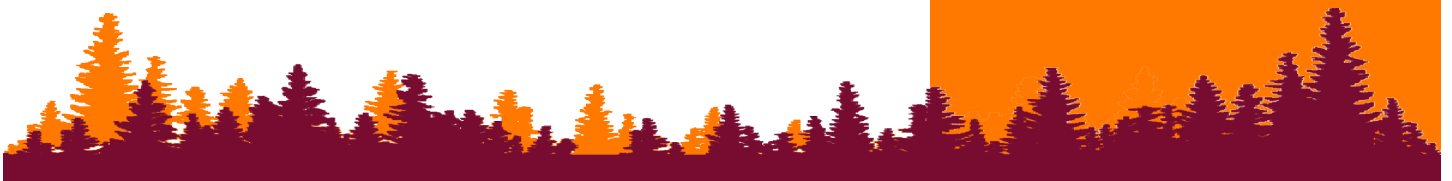
Program Facilitators are primarily responsible for facilitating adventure programming for our School Groups and Organizations. These groups are typically Grade 7 & 8 and high school students from Ontario.

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.



- 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 Program Manager and Assistant General Manager.

Qualifications: (mandatory)

- *2+ years experience as a lifeguard or swim instructor at a pool or waterfront area;*
- *Hold a current National Lifeguard Service Certification (waterfront or pool) & Pleasure Craft Operator card;*
- *Hold certification in Standard First Aid, CPR C;*
- *Current Police Check with Vulnerable Sector Screening;*
- Working knowledge of running, caring for and maintaining motor boats;
- Able to work actively for long hours, lift and move heavy objects, and work outside in all weather conditions;
- Able to work a flexible schedule, including evenings, weekends, and holidays;
- Display drive and enjoy working in a fast-paced outdoor setting;
- Able to provide outstanding customer service to all guests, both youth and adults;
- Experience with leading programming for and speaking in front of large groups in a camp, outdoor education/recreation or leadership development setting.

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

- Challenge Course Certifications: ACCT Level 1 or 2;
- ORCKA Basic Canoe or Kayak or Voyageur Canoe Instructor or equivalent;
- ORCKA Canoe Tripping Level 3 or equivalent;
- 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 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

