



# Adult Social Adventures

## Adult Program Coordinator

Do you want to get outside and meet other adults your age that like to adventure too? Looking to make new social connections on South Vancouver Island? Come and work for WEA and it's new adult social adventure program!

Western Educational Adventures (WEA) runs outdoor adventure camps for kids, swim lessons and bus charters. We have recently started running exciting outdoor adventures for adults looking to make new social connections with like-minded individuals. The adult program includes social day hikes, ski trips, snowshoeing, kayaking, multi-day expeditions and outdoor skills workshops. We are currently looking for someone to help build the program in the role of a program coordinator. You will be planning and running events!

### Remuneration

- \$150.75 - \$325/day for Day and overnight programs
- \$20-\$35/hr for admin, planning and shorter programs/events

### Program Dates

This program currently runs year-round.

### Hours

This position will start out as a casual position with an expected 5-10 hours per week on average. Once the coordinator has grown the program to a critical size, a full-time, permanent position will be available.

### Expectations

WEA staff are expected to:

- Be skilled and passionate about working with people, being outside and teaching others.
- Display WEA's values and beliefs while operating within scope of training and WEA's standards and policies.
- Demonstrate solid risk management ability and be able to problem solve.
- Maintain a high standard of professionalism, including time management and communication.
- Demonstrate respect and value for the natural environment through ideologies like nature identification, no-trace camping, etc.
- Be highly skilled with logistics, planning and managing staff



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## Responsibilities

This contract requires you to be able to perform various functions and duties, some of which are listed below:

- Fully plan various outdoor activities such as day hikes, evening outdoor skills workshops, kayaking, canoeing, hiking, skiing, wilderness navigation courses and more.
- Facilitate the basic outdoor events such as day hikes and evening skill workshops.
- Assign staff/hire contractors to run activities the coordinator is not qualified to run
- Provide first aid as necessary
- Clean and prep facilities, program supplies, vehicles, etc.
- Attend required training sessions
- Provide constructive feedback for supervisors, other staff, and programs
- Complete other tasks as directed by a supervisor or manager
- Complete daily logbook entries/reports

## Minimum qualifications:

- 40 hr Wilderness First Aid
- Class 4 unrestricted drivers license
- CPR-C certification
- Clear criminal record check with vulnerable sector screening
- Food Safe Level 1

## Desired qualifications:

- 80 hr Wilderness First Aid
- Bronze Cross or NLS certification (may be a required minimum to be hired depending on current staffing needs)
- Class 2 drivers license with air brakes (for those that are over 19)
- Bronze Cross or National Lifeguard certification
- Kayak guide certifications
- Canoe instructor certifications



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## Application Instructions

For your application to be considered, please send us the following:

1. Online Application form (found here: <https://westernadventures.ca/western-educational-adventures-careers.htm>)
2. Resume
3. \*Copies of all relevant certifications and documents required above
4. A minimum of 3 references (2-3 employer and max 1 personal reference that is not related to you).

\*Please note that we will still consider your application if you do not currently hold the required minimum qualifications if you are willing to obtain these prior to commencing work with WEA. In your application we ask that you provide us with a timeline for when you will have these certifications.

To apply, click the "Apply" button and complete the instructions outlined on our application software. The application button can be found here: <https://westernadventures.ca/western-educational-adventures-careers.htm>

**Let us know if you have any further questions and thank you for your interest in working for WEA!**