

Frontenac Arch Biosphere



Nature Camp and Education Manager

Wage: \$26-28 per hour, commensurate with experience

Hours: 25-40 hours per week (fluctuates seasonally)

Terms: 12 month contract (with strong possibility of renewal)

Start Date: February 12, 2024 (flexible)

Location: Hybrid

Job Description:

The Frontenac Arch Biosphere Network (FABN) is seeking a passionate and experienced individual who will lead our flagship Nature Camp and Education Program. Our Nature Camp runs at four locations across the Frontenac Arch Biosphere Region with teams of Environmental Educators delivering at each site. The Nature Camp and Education Manager oversees, coordinates and administers these summer camps and provides hands-on management of staff. The successful candidate will provide leadership and mentoring to staff, campers and volunteers, ensuring engaging programming while managing risk. This position also plans, coordinates and administers FABN's year-round Forest School, and PA Day and March Break Camps and is responsible for creating and sustaining partner relationships and communicating about and promoting program offerings. This position will also be responsible for developing, managing and delivering new community and school-based education programming.

This role reports to the Executive Director. **The successful candidate must reside within reasonable proximity to the [Frontenac Arch Biosphere](https://frontenacarchbiosphere.ca) and its Camp locations.**

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Main Responsibilities:

- Manage the Nature Camp and Education Program's annual budget and workplan
- Oversee and administer registration and payments
- Provide on-site supervision and management at 4 summer camp locations
- Promote camp and programming to ensure successful registration levels
- Act as the main contact for Camp and Forest School families
- Plan and book engaging guest programmers for Camp
- Hire, train and supervise Camp, Forest School and Education Program staff
- Ensure Nature Camp and the Education Program follows all applicable rules and regulations
- Develop and deliver engaging and interactive nature-based, outdoor programming for elementary aged children, families and members of the public
- Develop and implement tools to track and evaluate the camp and education program
- Act as an effective spokesperson and champion for Nature Camp and the Education Program
- Successfully fundraise to support the Camp and the Education Program budget
- Work collaboratively with community partners to deliver educational programming at schools, community centres, libraries, EarlyON Centres, etc.
- Conduct thorough risk assessment and management for all Camp and education programming
- Ensure programming is inclusive and accessible
- Ensure programming is aligned with FABN's mission and values
- Create and maintain productive and successful partnerships with local partners
- Work closely and collaboratively with FABN's Executive Director and Board
- Other tasks as assigned

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Required Experience and Skills:

- Post-secondary education related to the job's main responsibilities, or equivalent experience
- At least 2-3 years working in nature-based and/or outdoor children's education programming and public programming
- Experience working in summer camps for children
- Experience in project management and administration
- Experience mentoring and supervising staff
- Experience building relationships and working well in teams
- Good judgment and strong decision making skills
- Ability to work with minimal supervision
- Excellent communication skills and attention to detail
- Ability to manage time effectively and progress multiple and complex tasks

Other Requirements:

- Criminal Record Check with Vulnerable Screening (valid within the last 6 months)
- Valid First Aid + CPR training
- Valid G driver's license and means of transportation to and from camp locations and program sites
- Willingness and ability to work beyond set hours of the job and on evenings and weekends
- Experience in a leadership position at a camp will be considered a strong asset
- Ontario College of Teachers Certification or equivalent such as Outdoor Education training will be considered an asset
- Proficiency in Google Workspace, PayPal, Mailchimp, Survey Monkey, Canva, Salesforce and WordPress will be considered an asset
- Bilingual skills will be considered an asset

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Benefits of Working for FABN:

- Values-driven work
- Flexible work schedule
- Work from home
- Positive and supportive work culture
- Home workstation equipment available

Please send a one page cover letter and a resume as a single PDF to info@fabn.ca by January 12, 2024. Only candidates selected for an interview will be contacted. Interviews will be virtual.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided candidates make their accommodation needs known ahead of time. The FABN is an equal opportunity employer and is committed to diversity and inclusiveness. We welcome applications from women, racialized/visible minorities, Indigenous Peoples, persons with disabilities, and LGBTQ+ persons.

About the Frontenac Arch Biosphere:

The Frontenac Arch Biosphere Region is one of 19 UNESCO designated biosphere regions in Canada. The Frontenac Arch is an ecologically unique landscape spanning the area from Brockville to Westport to Verona, and is characterized by an ancient ridge of exposed granite that acts as a wildlife corridor between the Adirondack Mountains and Algonquin Park. The Frontenac Arch Biosphere Network administers the UNESCO designation and delivers programming focused on celebrating biodiversity and sustainability in the region.