

## **Youth Program Manager (P/T or F/T Contract: 2024)**

*Looking to make a positive difference and join a great team of like-minded people with a passion for life, the great outdoors, and empowering youth? Could you see yourself working with a healthy, fun, high-impact outdoor adventure & team-building company? Do you enjoy facilitating unique camp experiences creating life-long memories? If this sounds like you, read on...*

**ABOUT YOU:** We are looking for a healthy, fit, passionate, and dedicated individual who is experienced instructing/facilitating/teaching skills in an outdoor and adventure-based, interactive learning environment. Our ideal candidate has an affinity and background in leadership and guiding in the outdoors with relevant skills, an entrepreneurial mindset, is curious to learn and grow, is flexible/adaptable, enjoys being active, has a natural ability to communicate, lead, manage and work with others.

### **In a nutshell for this role:**

- 1) You have the skills and a passion in safely guiding/mentoring/teaching youth in the outdoors with specific adventure/outdoor skills (ropes course, canoeing, rock-climbing, outdoor survival skills, ecology, map and compass, etc),
- 2) You are BOTH organized and detailed-oriented AND possess excellent teamwork, communication, social and interpersonal skills,
- 3) You are computer/digital/tech savvy,
- 4) Overall, you are enthusiastic, engaging, outgoing, relational and customer service focused.

**ABOUT US:** Pinnacle Pursuits is a well-established Lower Mainland, BC-based company that has been providing meaningful outdoor learning experiences and unique team-building programs and events since 1997. We work with diverse population groups, including schools, families, not-for-profit communities, and amazing companies, *delivering customized pinnacle experiences that provide opportunities for people to build meaningful connections, challenge themselves, expand their perspectives, become inspired, be fully engaged, and grow.*

**OUR CULTURE...**we take pride in creating and attracting a healthy, fit, energetic, professional team – people who are driven to succeed in a fun, creative, empowering, inclusive culture, and never afraid to be outside in all-weather conditions; people who are curious, open-minded, have a positive skip in their step, love life, are willing to learn and grow, are strong role models, and are passionate about adventure and supporting people to be there best. We also take pride in building a tight-knit adventure community and creating a strong sense of ‘Pinnacle family’. Many staff have thrived in their roles at Pinnacle Pursuits and ultimately moved on to lead very successful lives and careers.

**OUR PROMISE TO YOU:** We offer a great working environment with great perks and personal and professional opportunities to connect with like-minded peers, learn and grow. We provide soft and hard skill training opportunities to ensure optimal success in your role. We are a growing company and additional opportunities may continue well into the future.

**If this sounds like what you are looking for and the kind of team you want to be part of, welcome aboard!**

To learn more, check out: <https://pinnacle-pursuits.mykajabi.com/WeAreHiring>

**LOCATION OF WORK:** About 50% of the work will take place at our ‘Adventure-Learning Centre’ in Maple Ridge and about 50% of the work will take place in other event venues, parks and locations in Metro Vancouver and the Fraser Valley. Having a car is preferred, but not necessary.

### **SPECIFIC RESPONSIBILITIES: but not limited to...**

- Instructing/teaching/guiding outdoor adventure programs and overnight camps
- Event coordination, program management and delivery & overall event facilitation (in-person and possibly virtually)
- Scheduling and staff development and management

- Administrating health and safety risk management, and site/gear maintenance
- Stewarding client relationships, preparing proposals, contracts and presentations
- Help create new and innovative team-building initiatives and games for youth events and challenges
- Ensure the integrity and longevity of events by continuously refining policies, tools, and best practices
- Curriculum-based program development for grade 4-12 and young adults
- Creating and posting social media & marketing programs via various digital mediums (website, social media, email campaigns, events)
- Aim high in all aspects of work, striving for achievement, while having the support to fail, learn and grow

**PREFERRED QUALIFICATIONS & COMPETENCIES:**

Candidates must have successful completion of a recognized program in recreation, education or similar field, two years of relevant experience, or an equivalent combination of training and/or experience.

- Working knowledge of ecology, outdoor, environmental education
- Experience in program/event planning & coordination, program management
- Specialized skills in archery, orienteering, canoeing, high ropes, rappelling, rock climbing, low ropes, and team building group dynamics
- High competency in communication is critical in both spoken & written English at all levels
- The skill and ability to problem solve and exercise good judgment, take initiative, as well as maintain tact and composure in stressful situations
- Experience working with children and youth and/or adult/corporate sector
- Digital fluency, including experience with the Microsoft Word, Excel and Google Suites Products. Familiarity with Canva, Project management tools, Google Drive, Wordpress, Kajabi
- Experienced and comfortable with Social Media tools and postings
- Knowledge of program risk-management procedures & assessment
- Current First Aid & CPR Level "C" (minimum Standard First Aid, preferably WFR, AWFA or OFA level 2)

**Additional projects and job responsibilities to be added or revised based on discussion and mutual agreement.**

**PAY:** Hourly wage starting at \$21-23/hr based on skills and experience.

**Application process:** Please email your resume & cover letter to info@pinnaclepursuits.com with the subject heading **"Youth-Program-Manager"**. Candidates will be given priority based on experience, qualifications, commitment and availability. Please note: All of our program staff must complete a screening process including interview(s), reference check(s) and a police record check. We thank all applicants for their interest; however, only those selected for an interview will be contacted.