

Bike Park Program Coordinator

PROGRAM COORDINATOR - Job Description

North Shore Bike Park is looking for an organized, energetic, responsible individual who can provide program planning, leadership, hiring and supervision of program staff. This seasonal full-time position (May through August 2023) is potentially extendable through Fall and Winter based on performance, and includes work-from-home options.

Wage: \$20 to \$22 per hour depending on experience

Term: Full Time Contract, May through end of August minimum

Approximate Start Date: May 1, 2023

Responsibilities of the Program Coordinator will include:

- Planning and developing daily age-appropriate activities for all Summer Day Campers. This includes scheduling the use of the park areas to avoid overlap, and coming up with innovative activities related to cycling including bike maintenance, first aid, video production, etc.
- Working with the park's many partners, coordinate to create and further operate daytime and evening programs for guests. This includes everything from our MTB First Aid weekends to our Autism Support sessions, as well as "Lil Shredders", "Ladies Nights" and "Date Nights", even live bands and special events.
- Promote day camp programs within the community
- Provide direction and clarity for staff and volunteers, encourage input and strong communication, and provide feedback to participants, day camp leader, and Youth Leader

- Actively ensure safety of children, staff, and volunteers through following safety guidelines, communicating risk management procedures, participating in program out-trips and administering first aid when needed
- Conduct weekly debriefs with staff team and provide a mid-summer feedback/evaluation meeting
- Recruit, train, supervise and evaluate the Day Camp Leader and any volunteers
- Developing and monitoring a budget.
- Monitoring camper and guest registration for programs.
- Communicating with parents who may have questions and concerns regarding the Day Camp program.
- Completing evaluations of leaders.
- Providing leadership regarding customer relationships.
- Ensuring proper volunteer management.

Qualifications required for the Program Coordinator position:

- Must be available for the entire term.
- Have two or more years relevant professional experience (ie, childcare, day camp, or day camp management).
- Knowledge of a wide variety of age appropriate activities for youth in the areas of sports, arts and outdoor recreation
- Educational courses relating to child development, recreation, social services or a related field is a definite asset
- Experience working with budgets and producing publicity materials
- Customer service experience
- A minimum of Emergency First Aid and CPR 'B' is required (CPR 'C' is preferred)
- Employment is subject to successful clearance of Police Record Check including vulnerable sectors search
- Ability to speak a second language is an asset
- Secondary School Graduation minimum
- Strong leadership, administration, planning, problem-solving and communication skills

PERKS

- You ride for free!
- Family discounts on merch, park access, and programs.
- Performance-based rewards.
- Training Opportunities.
- Discounts in the food court.
- Supplier discounts.
- A fun, casual and chill work environment with awesome people!
- Networking opportunities in the North Shore Mountain Bike industry.

Send your Resume to IWantToWork@NorthShoreBikePark.ca with the job title in the subject line by Monday April 3, 2023 **We thank all applicants but only those short-listed for an interview will be contacted.**