

**498 CANADIAN ROCKIES OUTDOOR LEARNING CENTRE
COORDINATOR**

Identifying Information

Position Title:	Canadian Rockies Outdoor Learning Center Coordinator
Classification Title:	Professional Staff
Department:	Central Office
Reports to:	Superintendent or Designate
Position Supervises:	CROLC Teachers and support staff

Position Summary

The Canadian Rockies Outdoor Learning Center Coordinator is a passionate outdoor and environmental educator who is able to program quality outdoor learning experiences with the goal of Whole Child Education. The coordinator is responsible for the development and delivery of provincial and locally developed courses with a focus on outdoor experiential learning within the Teaching Effectiveness Framework.

Qualifications

1. Current Alberta Teaching Certification.
2. Relevant outdoor/instructor certifications and experience ie. Wilderness First Aid, Paddle Canada, Outdoor Council of Canada, CANSI, AST 1.
3. Extensive budgeting experience.
4. Successful Grant writing and Proposal development expertise.
5. Experience with Marketing.
6. Experience with Personnel management including but not limited to hiring, scheduling, conflict resolution, and professional learning development and implementation.
7. Excellent interpersonal skills.
8. Excellent communication skills - both oral and written.

9. Detailed oriented.
10. Excellent organizational skills.
11. Ability to work unsupervised and with a team.
12. Effective manager of time.
13. High proficiency with Google Drive and associated applications.

Major Duties and Responsibilities

1. **Coordinate all risk management operations:** staff training, permits and staff certifications while adhering to administrative procedures and off-site activity guidelines.
2. **Course Development and Implementation:** Acquire, develop and/or implement courses that fall under the umbrella of outdoor experiential learning.
3. **Oversee and Manage Course logistics:** Ensure all aspects of course logistics are properly supported this includes but is not limited to arrangements for food, accommodation, transportation, staffing, equipment, risk management, and 3rd party provider bookings.
4. **Budgeting:** Manage budgets and finances of CROLC including course fees, course expenses, operating expenses, staffing, transportation, credit tracking.
5. **Marketing:** create and manage CROLC website content in coordination with website developer, creating advertising material in coordination with marketing strategist, market LDC courses to CRPS students and families as well as schools outside of CRPS.
6. **Staffing:** Ensure courses are adequately and appropriately staffed as per activity ratios and certifications, staff are trained in delivering course content and course expectations.
7. **Equipment:** Manage purchase, maintenance, inventory, and tracking use of all program gear and equipment.
8. **Grants and Proposals:** Write grants and proposals to obtain other sources of funding to support the operations of the CROLC.
9. **CROLC facility Management:** Oversee facility bookings and projects as per Alberta Parks Lease Agreement and in coordination with Alberta Parks and CRPS facilities staff.

10. **Community partners and CRPS schools:** Work with existing program partners on areas of course and resource development, scheduling, delivery, and credit tracking. Develop new community and educational partners as per operating plan. Support and enable outdoor learning opportunities within CRPS schools. Promote outdoor learning professional learning activities within the division.
11. Other duties as assigned by the Superintendent.

References

History

Developed: September 2020