



Brigadoon Village invites applications for the position of  
**Outdoor Centre Director**

**Reporting To:** Program Manger

**Key Collaborators:** Village Operations Team, Marketing Team

**Location:** This full time position is based at Brigadoon Village on Aylesford Lake and opportunity to work from home dependent on the needs of the programs throughout the year.

**Contract Term:** Permanent, Full-Time. Weekend and evening work required when groups are on site.

**Salary Range:** \$40,000 - \$50,000 per year plus benefits

### **Who We Are**

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley NS. With an office located in Halifax's Hydrostone Market.

## **DESCRIPTION**

The Outdoor Centre Director is responsible for planning and coordinating all aspects of Brigadoon Village's Outdoor Centre programs from September – June. This includes family camps, school groups, community and corporate bookings.

As part of Brigadoon's strategic priorities, The Outdoor Centre Coordinator will develop, supervise and evaluate all ODC programs ensuring we are providing a consistently high standard of programming to all programs. They will be committed to program evolution and development.

The Outdoor Centre Coordinator is the main point of contact for all booking groups. They will work in collaboration with the Administrative Coordinator to ensure clear communication around inquiries, bookings, invoicing, and feedback. When a group is on site the Director will ensure there is a Brigadoon Staff member who is the designated site supervisor on site who will also serve as the main contact for booking organizations while at Brigadoon.

The Outdoor Centre Coordinator will be responsible for recruiting, hiring, training, mentoring, evaluating and supporting all seasonal staff and volunteers.

### **Direct Reports Outdoor Centre Staff and Volunteers**

#### **Key Responsibilities**

##### **Program Management**

- Oversee development and implementation of all Outdoor Centre programs with the goal to provide safe, fun and engaging programs;
- Develop and manage program schedules for each booking group;
- Manage Outdoor centre related budgets;
- Risk Management, policy development in conjunction with best practices;
- Evaluate the success of programs and identify areas of growth;
- Hire, train, supervise seasonal staff and develop staff training.

##### **Booking group administration & Marketing**

- In conjunction with the Program Manager develop & maintain strong community partnerships
- Be apart of a team to develop a marketing and recruitment plan to increase revenue of our Outdoor Centre programs;
- Responsible for ensuring communications with the groups pre, during and post group visits;

##### **Site Supervision and Safety**

- Work with Facilities Manager and team to ensure the site is safe, clean and in working order for groups;
- Maintain and review incident reports.

### **Qualifications and Characteristics**

- Community college diploma/University degree in Recreation, Social Sciences, Education, Administration or Health Disciplines or 3 years progressive camp experience.
- Experience with facilitating groups and understanding group dynamics
- Experience with working with and managing staff and volunteers
- Demonstrated skills including: problem solving, analytical and organizational skills, innovation, and creativity
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- Police and Child Abuse Check
- Excellent interpersonal, communications and consultative skills
- Excellent verbal and written communication skills
- Computer literacy
- Experience using camp software CampBrain considered an asset
- Ability to troubleshoot and resolve problems quickly and effectively
- Valid driver's license and access to a vehicle to be able to get to site
- Enthusiastic, passionate self-starter with excellent time-management skills
- Flexible, adaptable, and diplomatic
- Able to work in a small office environment and at program locations

### **Working Conditions**

The position is based at the Brigadoon Village site on Aylesford Lake, approximately 20 minutes from Kentville, NS. The position involves living on site from September – June when groups are onsite. When onsite meals and accommodations are provided. Working days may vary depending on booking requirements.

### **Brigadoon Offers**

- Full-time permanent position with competitive salary and benefits package
- A flexible approach to schedule and work location where we put our staff first
- A dynamic work environment where new ideas are encouraged, and brainstorming sessions break out frequently
- An environment that supports growth in your role and challenges you with new opportunities

- Brigadoon Village is committed to employment equity and aspires to have a workforce that is representative of the diversity of our community; we encourage all passionate, qualified candidates to apply

### How to Apply

- Interested candidates are asked to submit their cover letter, resume, including salary expectations to [careers@brigadoonvillage.org](mailto:careers@brigadoonvillage.org) with the subject line '*Outdoor Centre Director*'. We will begin screening applicants on June 30th, 2022. This post will remain open until filled.
- We thank all candidates for their interest, however only those under consideration will be contacted
- An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Education Verification, Criminal Background and Vulnerable Sector Search