



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

**Reporting To:** Program Manager

**Key Collaborators:** Brigadoon Village Operations Team, Marketing and Communications Team

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

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

**Salary Range:** \$42,500 - \$52,500 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 each year. These programs include family camps, school groups, community organizations, and corporate bookings.

As part of Brigadoon's strategic priorities, the Outdoor Centre Director will develop, supervise and evaluate all ODC programs ensuring we are providing a consistently high standard of programming and customer

service to all groups. This person will be committed to program evolution and development, pushing us for consistent growth and innovative thinking.

The Outdoor Centre Director is the main point of contact for all booking groups. They will work in collaboration with the Administrative Coordinator to ensure clear communication before during and after a group booking. They will ensure consistent communication and customer service around inquiries, bookings, program planning and delivery, invoicing, and soliciting feedback.

The Outdoor Centre Director will be responsible for recruiting, hiring, training, coaching, evaluating and supporting all seasonal staff and volunteers. They will be responsible for building and maintaining a culture which makes sure that staff are well-supported and empowered to do their best work.

**Direct Reports:** Assistant Outdoor Centre Coordinators, Program Coordinators, Outdoor Centre Staff and Volunteers

## **Key Responsibilities**

### **Program Management**

- Oversee development and implementation of all Outdoor Centre programs with the goal of providing safe, fun, intentional, and engaging programs;
- Develop and manage program schedules for each booking group to meet group outcomes;
- Manage Outdoor Centre-related budgets;
- Risk Management, policy development based on current needs, accreditation standards, and industry best practices;
- Evaluate the success of programs, identify areas of growth, develop and implement plans to improve programs consistently
- Hire, supervise, and support seasonal staff
- Develop staff training which teaches relevant skills and establishes a strong culture which is consistent with Brigadoon Village's philosophy

### **Outdoor Centre Marketing and Group Communications**

- In conjunction with the Program Manager, develop and maintain strong community partnerships (regular rental groups, other program delivery organizations, other non-profit organizations, etc.)
- Act as a key member of the team developing a marketing and recruitment plan to increase revenue of our Outdoor Centre programs;
- Responsible for ensuring high-quality and pro-active communications with all groups prior to, during, and after group visits;
- Help to develop an effective family camp program model to increase our reach to our mandate groups of people living with health conditions and other life challenges.

### **Site Supervision and Safety**

- Work with Facilities Manager and team to ensure the site is safe, clean and in working order for groups;
- Ensure equipment is used safely and well-cared for

- Maintain and review incident reports to ensure safe operations and respond to gaps in policy.

### **Your skills and experience:**

#### **We are looking for someone who...**

- Shows a commitment to meeting Brigadoon's mission. Our team acts in accordance with and develops programs which demonstrate our culture and philosophy.
- Is enthusiastic, passionate self-starter with excellent time-management skills
- Is a strong team player – our community is kind, respectful, intentional about our impact on others, and collaborative.
- Is flexible and adaptable – able to respond to ever-changing circumstances and can switch gears quickly to meet the needs of the organization on a day-to-day basis.

#### **Experience in:**

- Community college diploma/University degree in related field (Recreation, Social Sciences, Education, Administration or Health Disciplines, etc.) or 3+ years demonstrated camp/recreation leadership experience.
- Program delivery, evaluation, and development
- Facilitating groups and a strong understanding of group dynamics
- Working with and managing staff and volunteers

#### **Key skills:**

- Problem solving – an ability to troubleshoot and resolve problems quickly and effectively
- Organizational skills
- Innovation and creativity
- Ability to work in a fast-paced, demanding environment of competing priorities
- Excellent interpersonal, collaboration, and communications and skills
- Excellent verbal and written communication skills
- Computer literacy

#### **Other:**

- Clear Criminal Record and Vulnerable Sector Check is required
- Valid driver's license and access to a vehicle to be able to get to site will be required, no public transportation is available.

#### **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 adapt to our staff members' needs
- A dynamic work environment where new ideas are celebrated, and we work collaboratively to innovate and improve 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, and salary expectations to [careers@brigadoonvillage.org](mailto:careers@brigadoonvillage.org) with the subject line '*Outdoor Centre Director*'. We will begin screening applicants on November 25th, 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