

Outdoor Education Program Coordinator

"to love Christ and radiate His love"

Role

The Outdoor Education Program Coordinator plays a key role in delivering high-quality experiential learning opportunities for school groups at Teen Ranch. Working closely with the Director of Guest Services and in partnership with the Toronto Catholic District School Board (TCDSB) and other schools, this position is responsible for developing, coordinating, executing and evaluating outdoor education programs that align with the Ontario curriculum, OPASSE standards, and Teen Ranch values.

During school closure periods, the coordinator plans and leads PA Day Camps, Christmas Break Day Camps, and March Break Day Camps, ensuring these programs maintain the same excellence, safety, and high program standards that Teen Ranch is known for. The coordinator also provides hands-on leadership in program delivery as required, fostering meaningful learning experiences and supporting staff in creating a safe and engaging environment for all participants.

Key Responsibilities

Program Coordination & Delivery

- Coordinate the day-to-day operation of the school outdoor education program.
- Design, adapt, and maintain programs, schedules, and resources that meet curriculum goals, OPASSE standards, and Teen Ranch values.
- Communicate with school contacts regarding program details, schedules, and logistics.
- Support, train, and coach program staff in program delivery, fostering ongoing staff and team development.
- Host and facilitate activities for school groups, retreats, and day camps, ensuring safety and high-quality participant experiences.
- Communicate dietary restrictions to the kitchen team and individual accommodations to the appropriate departments with discretion and confidentiality.
- Ensure safety, quality, and consistency across all programs, and evaluate programs to recommend improvements.
- Assist with promoting outdoor education programs and fostering partnerships with schools.
- Maintain activity equipment and report damaged or unsafe items to the Camp Director.
- As the named Challenge Course Manager, make and implement necessary decisions about programming and risk management.

Camps & Seasonal Programming

- Plan, coordinate, and lead PA Day, Christmas Break, and March Break Day Camps. Develop age-appropriate activities and schedules aligned with Teen Ranch's mission and program standards.
- Set up, inspect, maintain, and properly store all seasonal program equipment and activity materials.

Qualifications & Skills

- Post-secondary education in Recreation, Education, or a related field, or equivalent work experience

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- Experience in program planning, delivery in an outdoor education or camp setting.
- Strong organizational, communication, and leadership skills.
- Ability to work collaboratively with school boards, teachers, and diverse groups of students.
- Commitment to providing safe, meaningful, and Christ-centered learning experiences.
- Current First Aid/CPR certification (or willingness to obtain).
- Class G driver's license (preferred).

Personal Qualities

- Enthusiastic and adaptable, with a passion for outdoor education and youth development.
- Self-motivated and able to manage multiple projects effectively.
- Supportive team player who thrives in a mission-driven environment.
- Demonstrates integrity, initiative, and a desire to make a positive impact in students' lives.

What We Offer

You will be part of a staff family whose aim is to love Christ and radiate His love to one another and the guests and campers that God brings our way. Our prayer is that by doing so, God can use us to earn the right to share our faith in Jesus Christ as Saviour and Lord with others. You will be trained and set up for success in each work area in which you are placed so that together we can serve God with excellence.

Satisfactory passing of a vulnerable sector check and proof of qualifications will be required of any successful candidate for this position

Teen Ranch onsite room rental is available to those who are interested/approved.