

**Position Title:** Outdoor School Assistant Instructor  
**Organization:** The Pine Project  
**Location:** Don Valley/Humber Valley Area, Toronto, Ontario  
**Position Type:** Part-time, full-time contract (September 2020 – June 2021)  
**Hours per Week:** 5-35 hours  
**Reports to:** Program Manager  
**Wage:** \$14/hour



**About the Pine Project:**

The Pine Project fosters confidence, competence, resilience and connection to nature through transformative outdoor experiences for people of all ages in Toronto and beyond. Our work inspires a vital re-connection between people and nature. Our programs include weekly programming for children during the school year, overnight camps in South Central Ontario, as well as highly sought-after summer day camps in Toronto. We also offer family experiences and educator training programs for professionals. Visit our website for more information: [www.pineproject.org](http://www.pineproject.org)

In addition to a dynamic and inspiring work portfolio, we offer:

- A collaborative, supportive and inclusive work environment
- Opportunities for professional development, including training stipends, skills nights, and an annual skills development week
- Staff discounts on all Pine Project programs and merchandise

**Position Description:**

The Assistant Instructor will be a core component of our outdoor school staff. Working with our innovative approach to nature education, this role provides the opportunity to assist in creatively delivering our program curriculum on a daily basis. Naturalist knowledge, experience working with children and working in the outdoors are key elements of the role. Assistant instructors work to embody respect, gratitude, awareness, life-long learning, and resilience, in alignment with our core values. **This position is a part time position with specific needs related to times of work on a weekly basis (i.e. shifts from 12-4pm on Tuesdays and 8:30-12:30pm on Wednesdays).**

The central objective of this position is to:

- Assist with the delivery of programs in creative and effective ways on a daily basis and in a high-quality manner that advances our mission and vision

**Key Position Responsibilities:**

- Assist with the planning and delivery of the Pine Project's nature connection programming;
- Arrive on time for all programs and attend each team planning and debrief meeting;
- Act in the best interest of all campers and staff in attendance;
- Familiarize yourself with and abide by all policies and procedures including, but not limited to, the staff handbook, policy manual and emergency plans;
- Attend staff training as required;
- Be prepared to work outdoors in all weather conditions;
- Maintain current first aid and police record check;
- Willingness to continuously learn relevant knowledge and skills related to program content and curriculum

## Requirements

- Up to date Police Vulnerable Sectors Check
- Up to date Standard First Aid and CPR-C or higher
- Valid Class G Driver's License (preferred)
- Minimum 3 years experience working with children in a mentorship role
- Naturalist knowledge of local ecosystems
- Experience with the Pine Project (e.g. volunteering, adult programs) (preferred)

Staff must:

- Be enthusiastic, outgoing, and flexible
- Be able and willing to work as part of a team
- Have good communication, time management, and organizational skills
- Identify with Pine's mission statement and core values
- Have a desire to further own naturalist/wilderness skills, mentoring techniques, and/or nature connection through professional development opportunities

Preference will be given to candidates with experience in the following areas:

- Outdoor and environmental education
- Naturalist experience and knowledge
- Survival skills, wilderness experience

## Application Procedure:

There is a two-step application procedure.

An application must be completed on the website: <https://pineprojectstaff.campbrainstaff.com/>

Additionally, please send a resume and cover letter in a single PDF to: [work@pineproject.org](mailto:work@pineproject.org)

Email Subject Line: "Assistant Instructor Outdoor School 2020: FirstName LastName"

PDF Filename: "FirstName\_LastName\_Assistant Instructor\_2020"

Applications will be assessed on a rolling basis until positions are filled.

While we thank all applicants for their interest, only successful candidates will be contacted for an interview. No phone calls please.

*The Pine Project is committed to developing a resilient, inclusive and vibrant work environment through a barrier-free selection process. We recognize people from diverse professional, cultural and educational backgrounds. Applicants who do not meet all of the stated skills, but feel they would make a positive contribution to the community are encouraged to apply and address these differences in their cover letter. If contacted for a job opportunity, please advise us of any accommodation measures required to enable you to be assessed in a fair and equitable manner. Information received will be addressed in confidence.*