

Position Title: Outdoor School Program Manager

Organization: The Pine Project

Location: 276-302 Carlaw Avenue, Toronto ON M4M 3L1; remote working during pandemic

Position Type: Permanent, Full-time

Hours per Week: 37.5 hours/week (combination of hours in office and at programs)

Compensation: \$42,500 - \$52,500, plus benefits including retirement savings plan, wellness spending account, and generous vacation and leave policies

Reports to: Executive Director



About the Pine Project

The Pine Project is Ontario's leading nature connection organization! We offer year-round nature connection programs for people of all ages in Toronto and the surrounding area. Our programs foster confidence, competence, resilience and a deep relationship with nature. By helping children connect to nature and teaching adults to do the same, we inspire children to respect, cherish, and care for the Earth. We are empowering the next generation of environmental stewards, problem solvers and leaders.

Position Summary

You are a highly adaptable and flexible team member who thrives both outside in nature and in an office environment. You are an experienced outdoor educator and inspiring people manager, with a special knack for organization, administration and logistics. You feel excited by cool nature mysteries and are keen to deepen your personal connection with nature. You embody Pine's core values - respect, gratitude, awareness, life-long learning, and resilience – and demonstrate a strong personal commitment to equity and social justice. If this sounds like you, this Program Manager role could be the right fit!

As the Outdoor School Program Manager, you are responsible for managing the planning, preparation and delivery of Pine's Outdoor School, ensuring high quality nature connection programming for over 500 participants. You report to the Executive Director and work closely with our program operations and leadership teams. Splitting your time between office-based work and being outside at programs, you lead staff hiring and development, program development, and logistics for our school year programs.

Key Position Responsibilities

ORGANIZATIONAL LEADERSHIP (5%)

- Provide leadership to foster a vibrant and healthy organizational culture and staff
- Contribute to the development and implementation of the Pine Project's organizational strategy
- Bring passion and skill for diversity, equity, and inclusion to all aspects of the role

PROGRAM PLANNING AND LOGISTICS (20-30%)

- Create the annual schedule of Outdoor School program offerings. Contribute to program development, including developing new programs and our curriculum
- Oversee and manage day-to-day implementation of Outdoor School programs, including addressing issues arising, parent communication, etc. This includes providing on-call support during the school year (including out of office hours and some weekends).
- Monitor and evaluate Outdoor School program effectiveness through participant and employee feedback, and other metrics, and develop strategies to strengthen and adapt programs
- Contribute to program policies and procedures, ensuring compliance with all relevant legislation, regulations and industry best practice. Oversee adherence in programs.
- Contribute to the development of risk management plans, emergency response plans, and ongoing risk management training
- Oversee resources required to implement programs, such as equipment and vehicles

PEOPLE MANAGEMENT (20-30%)

- Hire, onboard and schedule Outdoor School staff and volunteers

- Work with the Director of Operations to coordinate administration related to human resources
- Work with Field Managers to train and develop staff. Coordinate and schedule staff training
- Provide timely, candid and constructive performance feedback for all direct reports
- Maintain a safe environment for the sharing of feedback throughout the organization
- Act as key point of contact for Outdoor School staff

PROGRAM DELIVERY (20-40%)

- Deliver Outdoor School programs as needed during the school year (1-2 days/week)
- During the summer, support delivery of summer camps, by filling in for absent staff, supporting Camp Managers, and providing other support as needed

Other duties as required.

Skills and Experience

- Experience designing and leading outdoor education programs, including with children
- Ability to identify and manage risk within an outdoor program setting
- Experience as a team leader with management responsibilities
- Naturalist knowledge of local ecosystems
- Excellent project management skills. Highly organized and detail-oriented, with a strong ability to prioritize and multitask
- Strong written and verbal communication skills
- Demonstrated success in developing and maintaining effective relationships
- Solutions-oriented with the ability to identify and resolve issues, mitigate conflict, and manage risk
- Identify with the Pine Project's mission, vision and values. Strong personal and professional commitment to equity and racial justice
- Valid vulnerable sectors check; Standard First Aid and CPR-C certification (at a minimum; higher level preferred); valid class G driver's license
Recognizing that the cost of certifications can be a barrier to employment in the outdoor industry, subsidies may be available for employees who identify as members of historically disadvantaged or marginalized groups, or have faced other systemic barriers to accessing employment.

Application Procedure

Please submit a resume and cover letter to work@pineproject.org by Sunday 12 December 2021.

Your cover letter should be about one page in length and include:

- Where you saw this job posting
- Why you are interested in the Pine Project and Outdoor School Program Manager role
- A brief description of your relevant skills, experience and aptitudes. Applicants who do not meet all of the stated qualifications but have transferable skills, experiences or aptitudes are encouraged to apply and explain their relevance to the role in the cover letter.

Only successful candidates will be contacted for an interview. No phone calls please.

The Pine Project is an equal opportunity employer. We are committed to promoting equity and diversity within our workplace and greater community. We work proactively to develop a barrier-free selection process and inclusive work environment where team members feel empowered to express authentic ideas and experiences. We welcome applications from all qualified applicants with an interest in advancing our mission, vision and values. We especially encourage applications from members of historically disadvantaged and marginalized groups, including those who identify as Black, Indigenous and People of Colour, persons with disabilities, women and/or LGBTQ2S+. 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.