

Position Title: Summer Day Camp Operations Coordinator
Organization: The Pine Project
Location: Toronto, Ontario (ET Seton Park, Pine office at 276 Carlaw)
Start & End Date: Monday, June 19 - Wednesday, August 30, 2023
Hours: Monday to Friday, 10am-6pm
Compensation: \$17.00-19.00/hour



About us

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, including Outdoor School, March Break programs, and highly sought-after summer camps. Each year we engage with over 1,500 children, teens, families and adults. Our programs foster confidence, competence, resilience and a deep relationship with nature in a way that is hard to achieve in more conventional learning environments.

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. Check out our website – pineproject.org – for more info.

We are committed to promoting equity and diversity within our workplace and greater community. We are especially excited to see applications from members of equity-deserving groups, particularly people from racialized backgrounds.

About the role

The Operations Coordinator is a crucial role within our summer camp team. Operations Coordinators are involved in both leading nature connection programming for campers aged 4 to 12 as well as maintaining a safe environment for campers and staff including managing equipment and driving a company vehicle. Operations Coordinators work to embody respect, gratitude, awareness, life-long learning, and resilience, in alignment with our core values.

Joining the Pine Project Summer Day Camp Team you'll:

- Be part of a caring community that supports children to learn about and care for nature
- Spend your days outside surrounded by the beauty of two of Toronto's City parks
- Develop skills and knowledge in nature connection, leadership, and mentorship of children
- Be involved in a week-long paid training and ongoing mentoring opportunities

Key Position Responsibilities

- Learn, maintain and improve equipment systems and organization;
- Drive a work vehicle between the office and the field site;
- Coordinate with Logistics Supervisor on day to day basis; supporting where needed
- Support delivery and programming of camps as required, including as an instructor
- Support after care program
- Be an ambassador for Pine with campers, families, staff, and members of the public
- Able to lift and carry items weighing 25 pounds or more

Requirements

- Up to date Police Vulnerable Sectors Check (or willingness to obtain prior to employment)
- Up to date Standard First Aid and CPR-C or higher (or willingness to obtain prior to employment)

- Class G Driver's License with a clean driving record
- Experience in systems and processes related to equipment and gear an asset
- Extensive experience working with children in a mentorship role

The Pine Project understands that the cost of certifications can be a barrier to accessing employment in the outdoor industry. If you identify as a member of a disadvantaged or marginalized group, or have faced other systemic barriers to accessing employment, we may be able to subsidize one or all of the required certifications.

About you:

- Enthusiastic, outgoing, and flexible
- 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

It'd be great if you have experience in any of the following areas:

- Outdoor and environmental education
- Naturalist experience and knowledge
- Survival skills, wilderness experience
- Experience with organizational systems and maintaining physical spaces
- Experience with the Pine Project (e.g. volunteering, adult programs)

How to apply

There are two options to apply:

1. Submit a resume and cover letter to work@pineproject.org. Please refer to the "Operations Coordinator" position in the email subject line.

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 the Operations Coordinator 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.
2. Apply through our online portal here: <https://pineprojectstaff.campbrainstaff.com/>. The portal will take you through education and relevant work experience (similar to a resume) and ask the above questions (similar to a cover letter)

Apply by May 12th, 2023 in order to be considered fo this position.

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 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 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.