



Summer Job Opportunities

High School Credit Course Assistant Coordinator

Summer Contracts: The CEC is currently seeking mature and experienced candidates to fill the role of **Assistant Credit Course Coordinator** to support our staff team and program during our 2 -week in-residence summer school program. These are **2-week contract positions**. Room and Board available as part of contract.

Job Description:

- Supporting administrative, academic, behavioural and social/emotional needs as required.
- Organization of daily program scheduling (including field trips, guest speakers, recreational activities and team meetings (teachers, staff, parents, students) as needed.
- Communicating and offering support for teachers, staff, students and parents in regards to student success and well-being.
- Assist with registration, Parent Meetings, and Course Start-up/Wrap-Up.
- Organize and facilitate when needed various programs/activities (ie, lifeguarding, canoeing, evening programs)
- Provide medical support and first aid as needed (including supporting administration of medication) and when required, under consultation with our on-call medical professionals.
- Report and provide ongoing updates to the Director of Education and Headmaster throughout the session.

Skills and Requirements:

- Post-secondary education in the field of or relevant to: Education, Environmental Studies, Adventure Leadership, Outdoor Recreation and Tourism, etc...
- Knowledge of Ontario curriculum, assessment/evaluation strategies and IEP supports.
- Excellent verbal/written communication and interpersonal skills
- Critical thinking, problem solving and risk assessment.
- Current NLS qualifications or Bronze Cross required.
- Advanced Wilderness First Aid or Wilderness First Responder Certification required.
- ORCKA certification or equivalent an asset
- Previous experience working in a camp or outdoor education facility in a coordinator or lead role an asset.
- Experience working with high school aged students, as well as some experience with administrative duties.
- Successful/Current Vulnerable Criminal Record Check
- Must be able to work long hours including weeknights, weekends and some travel may be required for off-site trips or supply runs.

- **Salary:** A competitive weekly rate of \$1250-1500/week will be paid (room and board included). Each 2-week contract session period begins on the Friday leading into the start of the session and concludes on the Friday of the session end date.
- Candidates **must attend the Credit Course Training Weekend on May 18 - 20, 2025 (Victoria Day weekend) as well as some scheduled teleconference training sessions via zoom.**

Please **submit your cover letter and resume (email only) by Friday April 4th, 2025**. Please state you are available for session #1 and/or session #2. Only successful candidates will be contacted for an interview.

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