



## **Program Director**

(Youth Outdoor Program)

**Organization:** Trails Youth Initiatives

**Location:** Stouffville, Ontario

**Employment type:** Full-time

**Compensation:** \$40 000–50 000 annual salary

**Location and hours:**

- Non-program days are 8am–4pm working remotely
- Program days (working with youth in-person) are at Trails Youth Initiatives and are minimum:
  - One weekend per month Friday 2pm to Sunday 5pm, and
  - Four weeks in the summer
- Option to stay in overnight accommodations on site
- Willingness to work outside of regular business hours as needed

**Openings available:** 2 positions available

**Applications due:** December 4, 2022

### **Who Are We?**

Trails Youth Initiatives is a charity and private school that provides a long-term program for vulnerable youth. We focus on fostering community, emotional intelligence, and self-knowledge through outdoor experiential education. We augment students' traditional schooling with intentional community-building, conscious challenge, and lifelong support in order to position them for success.

Participants commit to our four-year program with a group of 20 of their peers: two weeks each summer, and one weekend per month during the school year. At this home-away-from-home camp setting, participants build resiliency by developing a connection to their peers, a connection to a place, and a connection to themselves. Trails focuses on growing and strengthening skills such as Non-violent Communication, conflict resolution, leadership, critical thinking, and reflection. With our focus on transference,



participants build positive engagement with Trails, the outdoors, and their authentic selves. Typical daily activities may include hiking, canoeing, swimming, camping, skiing, snowshoeing and yoga.

### **About the Position**

Reporting to the Director of Education, the Program Director is responsible for delivering ‘The Trails Way’ to each participant, ensuring that programming aligns with the Charity’s mission, inspiring staff and kids. The incumbent oversees the Facilitators, through whom the Weekend/Summer Program is delivered. This position directs the day-to-day program and carries out its mandate within parameters set by the President. Key requirements include contributing to a positive, healthy and safe work environment; delegating appropriately; inspiring staff to provide and deliver world class youth programs; supporting, coaching and inspiring team members; conducting behavioural management discussions with participants and parents/guardians and holding direct reports accountable for performance. Crucially, you will be passionate about the Charity’s mission to challenge and equip vulnerable youth to become contributing members of their community.

### **Key Responsibilities**

#### *General*

- Directs Program through staff, youth, alumni and volunteers
- Managing team of Facilitators (approximately 12 staff per session, 35 total facilitators)
- Aligns behaviour with mission, culture, and procedures outlined in Director Handbook as well as other relevant organizational policies
- Ensures that documentation is accessible, accurate, and maintains strict confidentiality of youth and staff information
- Identifies, assesses, and informs Director of Education of risk-management issues that may affect organization
- Collaborates effectively with team members
- Strives to expand professional knowledge to enhance innovation and productivity
- Keeps up to date on matters relating to youth empowerment, education, and nature-based outdoor practices



In addition to these tasks, there are portfolios that are equally dispersed between the four Program Directors. Portfolios include: recruitment, retention and training of staff; event hosting such as the annual Graduation and Holiday Celebration; trip planning; data reporting on accident incidents and program feedback; working with outreach groups and site rentals; liaising with special guests; and transportation and food logistics.

#### *Recurring Tasks*

- Delivers 'The Trails Way' to participants and ensuring alignment with mission
- Reviews weekend plans and emails prep to staff team and Designated Facilitator (DF)
- Organizes and runs Thursday night agenda meeting with Facilitators prior to sessions
- Completes home visits, meeting with participants and parents as needed
- Actively participates in weekly Program Team Meeting to evaluate sessions
- Actively participates in monthly Team Meeting with all Full-time staff
- Updates Salesforce database as needed using weekend reports (absences, verbal warnings, interventions, etc.)
- Updates database with notes from phone calls and home visits promptly
- Monitors patterned participant behaviours and reviews contracts and check-ins
- Returns calls from parents, staff, and participants within 24 hours
- Supports Impact Days and community groups as needed
- Leads final debrief with Facilitators at the end of weekend and summer sessions

#### *Human Resources, Supervisory*

- Ensures physical and emotional safety of staff and participants
- Maintains and manages strong relationships with parents, staff, and participants
- Contributes to work culture of high collaboration, productivity, and support
- Reviews culture, routines, policies, and procedures with staff
- Actively participates in attracting and inspiring capable staff and volunteers
- Evaluating and observing Facilitator performance, providing coaching and feedback when necessary
- Leads participants in completing end-of-session bi-annual Program Evaluations
- Makes recommendations on hiring, salaries, and termination decisions



### *Planning, Evaluation*

- Prepares for summer, reviews curriculum and program
- Reviews program curriculum, rubrics, and other assessments
- Actively participates in end-of-summer review session with Director Team
- Reviews and enforces the Employee Handbook and Standard Operating Procedures
- Works with Director of Education to ensure summative projects for credits are completed on site as per weekend, and follows up with participants who were absent

### **Qualifications and Requirements**

- Post-secondary degree or equivalent certification in Education
- At least 3 years of relevant experience with youth, ideally in outdoor experiential learning setting, working with youth from marginalized communities
- Strong relationship building, presentation, interpersonal, and leadership skills
- Strong time management skills and keen attention to detail
- Ability to write insightful reports and recommendations
- Ability to connect with people from all backgrounds and varying degrees of experience
- Ability to switch tasks, respond to shifting priorities, and refocus after interruptions
- Comfortable asking for support from President and other executives
- Track record of achievement in the following areas:
  - Program development and delivery
  - Team building and evaluating performance
  - Working effectively as part of Program Team
  - Producing impeccable and timely written materials and messages
  - Inspiring staff and volunteers
- Valid Ontario 'G' driver's licence free of serious offenses under *Highway Traffic Act* and preference for an 'F' Class licence
- Understanding of Ontario Camping Guidelines

### **Profile**

- Sincere interest in helping people



- Professional, conscientious, and punctual
- Natural relationship-builder
- Persistent and proactive
- Unfazed under pressure
- Intellectually curious

Note: as the Charity grows and legal requirements as well as our participants' needs change, management may change tasks assigned to this role accordingly.

**Thank you for your interest**

**Please submit your cover letter and resume to [opportunities@trails.ca](mailto:opportunities@trails.ca)**

**To learn more, please visit our website [www.trails.ca](http://www.trails.ca)**

**“Four Seasons, For Years, For Life.”**

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