

**Adventure Camp Lead Instructor
Hoodoo Adventure Company Ltd**



Reports To

Program Manager

Job Overview

The Adventure Camp Lead Instructor creates, plans, and oversees the execution of adventure youth camps and programs. Working with the management team, creating, and fostering community relationships, looking for growth opportunities, budgeting and guiding a team of Instructors is important to the success of this role and the future of our Hoodoo Kids programs. A successful candidate in this roll must be organized, motivated to work on their own and in a team, confident at problem solving and leading and have a passion for youth and the outdoors.

Your work can help a community flourish by providing outdoor education programs to kids.

Responsibilities and Duties

- The Adventure Camp Lead Instructor is responsible for:
- Overseeing outdoor programs for youth groups, schools, and camps
- Supervise staff, liaise with management team, provide training when needed, evaluate performance, and offer feedback in order to build a successful and supportive team
- Manage, and operate within a budget.
- Organizing communication with parents and instructors regarding weekly plans, including daily and weekly brief/debriefs
- Leading youth programs including Adventure Camp, school programs, and youth groups.
- Working as a team to manage company resources for programming
- Ensuring logistics and resources are in place and maintained.
- Oversee and document incident reports.
- Attend regular staff meetings
- Being an enthusiastic and positive role model to children throughout all Day Camp activities
- Provide a safe, nurturing environment for children.
- Respect and protect the privacy of information relating to all company clients, employees, and business affairs.
- Maintain current knowledge and practice of all relevant plans, policies and procedures as established by the Company
- Ability to work in changing weather conditions and be outdoors for extended periods of time
- Other duties shall be assigned as required.

Qualifications

- Leadership skills
- 3+ years' experience working with children as a leader or instructor
- Wilderness First Aid (40 hours minimum) – can be obtained upon hiring
- Class 4 (required) – can be obtained upon hiring
- Skilled with Microsoft Office & able to learn booking system programs
- Certification in one area of outdoor guide/instructor (kayak, canoe, hiking, biking)
- Passionate about the value of outdoor time for kids & getting kids of all ages into adventure sports
- Creative & able to create youth/leadership games
- Ability to work within a budget
- Knowing rules and regulations associated with working with children
- Experience dealing with children with behavioral issues or youth at risk