



Job Posting: Program Director

Job description

Are you ready to dive into the heart of one of BC's most vibrant and captivating youth programs? Get ready to craft an exciting new curriculum and train the brightest facilitators in the province! As the overseer of transformative experiences for youth on the stunning shores of Lake Cowichan, this role calls for someone with a blend of organization, creativity, and unwavering passion.

If you find joy in both spreadsheets and canoeing, you're the ideal candidate we're seeking. And if you're willing to embrace them with open arms, we're eager to chat with you, too! Join us on this exhilarating journey of growth and impact.

The Youth Excellence Society (The YES) is seeking a program director for contract positions from May 15th, 2025, to September 15, 2025 (flexible), with a possible permanent position offer.

Hours: Variable - 28 hours/per week for office work, 4-5 weeks of on-site residential Summer Camp delivery July and August, overnight staff training weekend June 12-15, Lieu days provided based on weekends worked.

Salary: 3.5-4-month Employment Contract - Range: Equivalent to \$52-65K Annually. A benefit package will be available if the position becomes permanent.

Location: Flexible. Camp takes place at Lake Cowichan on Vancouver Island. Training weekend takes place in North Vancouver. Office work can be completed from home.

KEY POSITION RESPONSIBILITIES

Team Leadership

- Direct, manage and support seasonal teams of 40+ camp and program leaders to run interactive, educational and transformational leadership camps.
- Deliver high-quality staff training, coaching, evaluation and mentorship to provide leadership development at all levels.
- Recruit additional volunteers and staff to support camp programs and maintain a balanced team of positive role models for youth.
- Provide feedback and coaching to help staff and volunteers grow and develop in their roles.

Camp and Program Management and Delivery

- Direct camp programs with the highest level of integrity, accountability, transparency, and quality
- Continue to lead The YES to develop transformational programs and curricula for 14-18-year-olds to develop self-worth, resiliency, mental wellness, leadership, life skills and build connections.
- Represent The YES professionally to industry partners, schools, parents, sponsors and staff members.
- Facilitate engaging sessions, empower staff and youth participants, and engage at camp as a full community member and a camp director.
- Take the highest level of responsibility at camp when dealing with emergencies, first aid, behavioural interventions or issues with staff or volunteers.
- Program design, development and implementation - including planning, budgeting, logistics and evaluation

Program Development

- Work in collaboration with The YES Leadership Team to grow and develop The YES Winter Programs including Reunion Camps, School Retreats, Classroom Workshops, Leadership Conferences, Training Workshops, and Duke of Edinburgh Adventurous Journeys.
- Work to continuously improve camp and school programs, keeping them relevant, entertaining and engaging.
- In collaboration with the Executive Director, seek new funding opportunities to develop, pilot and run new programs.

Administration (In collaboration with the Executive Director and Seasonal Administrator)

General:

- Manage and maintain the registration system (UltraCamp), including the building and execution of camp sessions, participant tracking, sponsorships and subsidy tracking, payment tracking, custom payment plans, waitlists, confirmation emails, cancellations, and receipt management, and support technical difficulties.
- Use data to create detailed camp week information: transportation lists, colour/camper groups, medical sheets, etc.
- Written reports, program evaluation, and strategic planning
- Assist with the organization of staff retreats and training,s including accommodations, meals and transportation

Communications

- Using sound communication skills, communicate internally and externally with the volunteer staff team, potential recruits, sponsors, families, youth, teachers, and partners.
- Maintain quarterly newsletters for the public.
- Design and implement annual marketing and communications plan in collaboration with the Executive Director.
- Review and update the WIX website regularly
- Support YES Camp social media channels with posts, stories, videos, etc
- Update links for registration opening dates, full camps, waitlist messages, merchandise, announcements, etc

POSITION QUALIFICATIONS

- You are passionate about youth leadership development, education and community building.
- You have some knowledge or experience of the co-op sector or co-operative business.
- You are a positive and engaging individual who can work collaboratively and independently.
- You are highly organized and self-motivated.
- You have strong problem-solving skills.
- You have sound written communication skills.
- You are familiar with various online applications and software: Microsoft Word and Excel, the WIX website platform, Canva, Brevo, Instagram, Facebook, Discord, Google Workplace, etc.
- You are willing to work 4-5 weeks of residential camps in the summer and occasional weekends in other seasons.
- You bring life and work experience that will make you a positive leader in a camp environment and strengths, skills and stories to share with a diverse group of young leaders.

- You are inclusive, kind, a good listener, and a cooperative team player.
- You have 3+ years of experience working with youth or in a leadership development capacity.
- You have 3+ years of experience in team leadership or management
- Drivers License

WISH LIST

- Communication training, skills or experience
- Arts or Theatre Background
- Experience with Public Speaking and/or Facilitation
- Fundraising or Grant Writing background
- Outdoor adventure, recreation or guiding background (hiking, kayaking, canoeing, rock climbing etc)
- Experience with curriculum or program design and development
- Industry connections in BC in youth leadership, education, the co-op sector, non-profit sector, and/or outdoor recreation

If you are interested in this role, please contact Chelsea with an expression of interest and resume at director@theyes.ca.