NIEFS
NORTH ISLAND EMPLOYMENT

Program Coordinator, Recreational Activities Full-Time

Campbell River Region
Campbell River

Wednesday November 4, 2026

$31 - $40/ hour ($2520/biweekly salary)

Company: Strathcona Park Lodge

Website: http://www.strathconaparklodge.com/home/jobs/

Industry: Management/ Administration

Remote/Camp Based Job: Yes

How to apply:

Please send your resume and cover letter to: work@strathconaparklodge.com and info@docolt.ca

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Expiry Date:

Wednesday, November 18, 2026

Details:

Candidate Attributes: You believe in the value of experiential education and have the ability to deepen this belief in our program instructors. You are committed to working closely with teachers and group facilitators in planning custom outdoor education programs at Strathcona Park Lodge. You are highly self motivated, bring a proactive mindset and thrive on figuring out the wide range of details and logistics to be taken into consideration when facilitating outdoor programs. Our environment is dynamic, so a positive attitude towards change and the unexpected is crucial. You work in collaboration with your colleagues and you take initiative. The ideal candidate has experience in planning and facilitating outdoor education programs. In addition to the wide range of administrative responsibilities you enjoy supervising courses and field staff to ensure quality training and programming. As a part of our management team, you actively support and role model Strathcona Park Lodge’s vision, mission and values in your work and as a community member. Responsibilities - completed in collaboration with Managers within the Program Team: • Email and phone correspondence with group leaders/organizers • Writing weekly activity schedules for groups • Planning and communicating the logistics for each group (meal numbers, invoicing, updating forms, floor plans, etc) • Collecting and communicating medical information • Commercial land-use reporting • Transportation scheduling, driving groups to program locations • Assist with instructor training, mentoring and shadowing •

Lead outdoor programs as required • Summer programs planning/development • Program outreach • Conduct meetings with instructors and clients • Represent schools and groups in management meetings and on professional and community issues We are accepting resumes from Indigenous individuals as well as newcomers to Canada with valid work permits.

Qualifications & Experience:

Qualifications/Competencies: • Current 80+ hour Wilderness First Aid certificate • CPR C (mandatory minimum, must be current for the duration of employment) • Class 4 (Unrestricted) driver’s licence and clean driver’s abstract (an asset, not a requirement) • Certification or diploma/degree in a related discipline • Outdoor education and/or adventure tourism experience • Excellent interpersonal and communication skills including written and verbal • Proficiency with Microsoft Office, Google Workspace programs, and email and internet applications • Problem solving, multi-tasking, team building, ethics • Fluency in French is an asset

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