



CTS Youth Society Program Supervisor

Full time temporary, 37.5 hours/week, May 23 – August 30

Remuneration: \$20.00/hour

Application Deadline: Applications will be accepted on a rolling basis, with application reviews starting April 9th.

1 Position Available

Are you an educator looking to help youth enjoy nature? Do you want to gain experience and training in conservation and stewardship? Are you a positive and energetic facilitator of youth programming? We're looking for a diverse and knowledgeable group of people to bring their own expertise to the table and join us. CTS Youth Society is accepting applications for **Program Supervisor**, and encourages **young people aged 19-30 to apply**. All applicants must meet Canada Summer Jobs requirements, as this position is funded through the Canada Summer Jobs Program.

About CTS Youth Society

Our mission is to connect every youth in Metro Vancouver with the natural environment and to the Metro Vancouver Regional Parks system and surrounding communities, in a hands-on way, to provide life changing experiences. Our motto of "For Youth, By Youth" is built into all facets of our organization. Learn more by checking out our video made by the 2021 Summer Team here: [What is CTS Youth Society?](#)

CTS delivers on our mission by providing accessible camps for **free** to youth ages 12-18. We also promote youth leadership with our Peer Leader program, allowing youth ages 15-18 to take a central role in the operation and planning of our summer weekend camps. The program's goal is to:

1. Create region-wide opportunities for youth to challenge themselves in leadership, social responsibility, personal development, and youth ownership;
2. Provide an opportunity for youth to connect through eco-education, volunteerism, and community building;
3. Help support and encourage youth to connect with parks, the outdoors, and community activities.

Position Overview

We are seeking a Programs Supervisor to assist in planning and preparation of our camp operations for the summer camp delivery season from June - August. Supporting a team of 8, the Program Supervisor



will work with Peer Leaders aged 15-18 and Camp Counsellors. Focused on supporting camp programming that encourage the positive relationship building of participants with each other, the summer staff, and the natural environment. Programs Supervisors work with the Program Manager, Peer Leaders, and Camp Counsellors to ensure that all planning, coordination, and supply needs are met for the successful preparation and facilitation of both overnight and day camps. The Program Supervisor is responsible for coordinating with our volunteer Peer Leaders including hosting regular meetings and evaluations, assisting in program planning as needed. Lastly, this position is responsible for assisting the Program Manager with various office related and administration work, such as communicating with families, partners, registration, and waitlists. The position is primarily 7.5 hours a day during weekdays but may require flexible work hours **possibly including weekends while the program is operating**. While the position is focused on supporting the logistical and planning needs of all camps, fulfillment of different work or on-call shifts during the contract may be required to ensure supervision of participants and staff ratios. The position will be required to work the entire contract period.

The Program Supervisor will directly supervise Camp Counsellors and Peer Leaders and be directly supervised and mentored by the Program Manager. They will work closely with the team to deliver outdoor programming with a focus on program facilitation and community building.

Key Responsibilities Include:

- Mentor and work in collaboration with Camp Counsellors and Peer Leaders;
- Work with Program Manager, Peer Leaders, and Camp Counsellors to maintain reasonable levels of safety and risk management;
- Plan camps that prioritize youth engagement with environmental education, volunteerism, community building, and leadership skill development;
- Assist and supervise Peer Leaders in the planning of programming, supplies acquisition, and personal development;
- Ensuring proactive and dependable communication with parents/guardians, park partners, Peer Leaders, Camp Counsellors, and the Program Manager to ensure details and needs are known and prepared for;
- Attend all required meetings and events;
- Assist with summary reports of camps and regular mentoring of Peer Leaders;
- Assist with administrative tasks such as registration, reporting, shopping, and curriculum development;
- Maintain inventory, cleaning, and organization of necessary equipment;
- Prepare necessary supplies, food, materials, and equipment prior to the start of a particular camp;
- Assist Program Manager in evaluation and review of Camp Counsellors and Peer Leaders.



Desired qualifications/experience:

- Passionate about working with youth with a keen interest in program development and youth mentoring;
- Interest planning outdoor environmental, experiential education;
- Ability to make sure program and supplies are organized and well-maintained;
- Recent and relevant experience supervising, educating, and/or working with youth and children;
- Basic outdoor recreation knowledge such as Leave No Trace, 10 Essentials, outdoor safety, etc.;
- 19 years of age or older;
- Willing to obtain a criminal record check and Vulnerable Sector Search;
- Ability to work in a physical outdoor camp environment that may require lifting objects, hiking, sporting activity, running, and setting up/utilizing camping equipment;
- Standard First Aid & CPR-C (preferred);
- Foodsafe Level 1 Certification (preferred);
- Class 5 Driver's License with access to a vehicle (preferred);
- Experience in previous supervisory positions considered an asset;
- Preferred educational background in Education, Outdoor Recreation, Environmental Sciences, Physical Education;
- Ability to speak multiple languages considered an asset.

At CTS Youth Society, we are dedicated to creating an inclusive and diverse workplace. Appreciating differences in culture, gender, orientation, religion, beliefs, and abilities, we encourage all qualified applicants to apply.

Funding Requirements: The position is dependent on funding from the Canada Summer Jobs Program

Location: CTS operates our day camps and overnights out of four of Metro Vancouver's beautiful regional parks: Burnaby Lake, Tynehead, Capilano, and Pacific Spirit. The primary working location will be in Burnaby at Aintree House. There will be a need to visit other camp locations to deliver gear; access to a personal vehicle for this will be needed. Some hybrid work may be supported, access to a personal computer is mandatory.

TO APPLY: For more information or to submit an application, email CTS at info@ctsyouthsociety.com, or visit our website: www.ctsyouthsociety.com. Please provide a cover letter, resume, and references.



We appreciate the interest in this position of all who apply. However, only those selected to move on in the process will be contacted.