



YWCA Edmonton Job Posting

Camp Yowochas, located 80km west of Edmonton, Alberta, on Lake Wabamun, is now hiring for

Partner Program Manager

This is a full time, six-month contract with a potential to develop into a year-round position!

The Partner Program Manager (PPM) is responsible for the planning, coordination, and delivery of all partner-based programs, under the direction of the Director of Camp Yowochas.

Partners engaged for the 2021 season include:

CHANGE Health Alberta – Change Adventure Camp

Parkland School Division – Voyageur Canoe Summer School Program

The PPM will work alongside our community partners to develop and deliver programs that meet the operational goals of each program. They will work to ensure quality, continuity, and flow of all partner programs. They will also oversee or assist with human resources needs for programs, including staff training including emergency policies and procedures.

As part of the senior management team at Camp Yowochas, the PPM will assist in development and implementation of all Yowochas plans as needed and will act as site supervisor as assigned.

Qualifications Required:

- Proven supervisory skills (minimum one year, or two summers)
- Two years program planning and delivery experience
- Experience with residential summer camp
- Current Standard First Aid and CPR and Pleasure Craft Operator's Card (or willing to obtain)
- National Lifeguard Service certification is an asset

Note:

- On site residence is an option of this position, accordingly, room and partial board are provided.
- Hours of work will vary with registered programming, evening and weekend work will be required
- All successful candidates are required to submit a Criminal Record Check and an Intervention Record Check from Alberta Children's Services.
- Applications will be accepted until an exceptional candidate is found
- Please see our website for a full job description

How to Apply...

Send a cover letter and resume to:

Terry Konyi, Director
Box 313 Fallis, Alberta T0E 0V0
Fax: 780-892-2888
t.konyi@ywcaedm.org



YWCA Edmonton
Job Description



Department: Camp Yowochas Title: Partner Program Manager Reports to: Director	Date Written: March, 2021 Last Revised: Written By: Terry Konyi, Director
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Qualifications Required:

- 18 years of age by commencement of camp program
- Proven supervisory skills (minimum one summer)
- One year program planning and delivery experience
- Experience with residential summer camp
- Current Standard First Aid and CPR
- Pleasure Craft Operator's Card and National Lifeguard Service Certification are an asset

Major Responsibilities:

The Partner Program Specialist is responsible for the planning, coordination and delivery of all partner based programs under the direction of the Director. Current partner program are outlined below.

CHANGE Health Alberta - Change Adventure Camp

CHANGE Health Alberta is a registered charity committed to equipping kids and families with skills and knowledge for healthy living. The Partner Program Specialist will work closely with Change Health Alberta to coordinate and oversee the Change Adventure Camp program in addition to supporting all other Change Health Alberta programs as necessary.

Parkland School Division - Voyageur Paddling Programs

The purpose of these programs are to celebrate the history and cultural contributions of Voyageur Paddling as it is related to Canadian identity by providing opportunities and skills for children, youth and seniors to work safely together to learn on the land and water. The Partner Program Specialist will work closely with Parkland School staff to coordinate and oversee the delivery of the Voyageur Paddling Program, Connections for Learning Voyageur Summer School, and Paddle the Peace Voyageur Brigade.

Position Duties

- Ensure the quality, continuity and flow of all parnter programs.
- Ensure that campers are in the right place, at the right time doing the right activity.
- Ensure campers are supervised at all times.
- Assist with staff skill development through hands on training.
- Ensure that policies and procedures that align with Yowochas, Parkland School Division and CHANGE Health are being followed.
- Excellent verbal and written communication skills.

Human Resources

- Be the lead member of the staff hiring team for all partner program staffing needs.
- Supervise and provide mentorship to all partner program staff and volunteers.
- Develop and lead staff/volunteer training and orientation for all partner programs with the support of Camp Yowochas staff and directors.
- Support all Camp Yowochas human resources needs as necessary and as available.
- Be a member of the summer staff training team.
- Provide performance appraisals for staff: informally (verbally) once per month and formally (written) at the midpoint and end of each staff member's term.
- Coach, mentor and discipline staff members, as required, with assistance from the Assistant Director and Director.

Program Duties

- Familiarize yourself with the Voyageur Canoe historically, technically and culturally.
- Remain current with information on the developmental needs of children and youth and have the ability to share this knowledge with the team
- Perform in other positions as required
- Participate in program delivery
- Write a report on partner camp programs to be completed within two weeks of the program conclusion
- Assist the Waterfront Specialist in the delivery of waterfront programs as needed.

Serve as a member of the Camp Yowochas Senior Management Team

- Adhere to the staff code of conduct and personnel policies.
- Assist in development and implementation of centre plans: marketing, promotion, budget, capital, work, fundraising, business, program, risk management, staff development.
- Implement Yowochas crisis and risk management procedures.
- Assist in administration and maintenance duties as assigned
- Act as site supervisor as assigned .

All other duties as assigned

Work Environment

- Camp Yowochas is a year round centre located 80km west of Edmonton on Lake Wabamun.
- On site residence is a requirement of this position when partner programs are being facilitated at Camp Yowochas, accordingly, room and partial board are provided. Full time housing for the duration of the contract and partial board are also options.
- On site on call duty is a requirement of this position. It is a shared responsibility among the Camp Yowochas Management team.
- Your accommodation must be maintained in accordance with Camp Yowochas accommodation policies.
- Evening and weekend work is a requirement.