



Nature's Tracks
Forest Play

Program Manager

Overview:

Forest Play is seeking a leader who is passionate about building connections to nature, self and others who can help deliver, improve and build our program offerings. The Program Manager will take a lead role facilitating and improving upon the connections built through our 4-6 yr old programs throughout the year. Working with the director and other staff, you will help with program design, oversight and development. You will also help with administrative tasks such as streamlining staff resources, improving and developing communications with families and mentoring staff. This position is a wonderful opportunity to explore new ideas and opportunities, help Forest Play to grow and also to develop personally and professionally in the field of nature connection mentoring.

Qualities and Attributes of the Program Manager:

- Passionate about connecting children to nature, self and others through play-based and child-directed programs
- Loves being active outdoors in all kinds of weather both personally and when working with young children
- Playful and curious about the world and follows that curiosity to discover new knowledge, awareness and insights daily
- Organized and professional – as a manager, you can dance in the world of playfulness while also being able to interact professionally with parents and staff
- Creative, observant and able to be fully present to experiences as they unfold.
- Comfortable being quiet and still with a keen eye and ear for noticing what is happening with individual children and the group as a whole
- Inspired and motivated to help build and manage a program that helps others discover their unique gifts and vision
- Loves a new challenge and is comfortable with some uncertainty and trying new things

Qualifications:

- Familiarity and experience facilitating play-based nature connection programs (e.g. 8 Shields, Forest School philosophies).
- University Degree in a related field (Example: Education, Early childhood education, outdoor recreation and leadership, wilderness skills, outdoor leadership/guiding)
- Must agree to a background check
- Must be 25 years or older and have a valid driver's license and transportation to Forest Play
- Must have a valid Standard First Aid & CPR certificate (preference given to those with Wilderness First Aid)



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Responsibilities

- Mentor children and youth in deep nature connection and wilderness skills based on the 8 Shields and Forest School philosophies
- Serve as a positive role model for children and other staff through demonstrating a true passion for learning and nature connection
- Model a commitment and passion for on-going learning and development of your personal connection with nature, self and others
- Oversee and manage program planning sessions
- Organize staff schedules (planned days off, substitutes, other scheduling needs)
- Manage all daily activities (equipment prep and set up, tent or tarp set up (when needed), fire wood transportation, staff roles, (e.g. storytelling, games, buses, etc).
- Facilitate and positively contribute to daily debriefs with staff (15-30 minutes)
- Maintain up to date medical and emergency contact sheets for all children enrolled in the program. Ensure a copy of this information is available to all staff and is readily available at all times during the program
- Mentor and support staff on their own journey of connection through helpful feedback, training and support
- Maintain close connections with Director and provide updates on how programs are going, what help is needed, how staff are doing.
- Help set up and clean up program materials and spaces in a timely fashion
- Organize the cleaning and emptying of portable toilet at end of day
- Send monthly parent communications and updates (or on an alternate schedule agreed upon by staff and the Director)
- Communicate with parents as needed to resolve conflict, support children and manage preparedness for the programs and seasonal changes
- Support participants' basic physical needs throughout the day
- Identify and manage hazards and maintain a safe environment for children to learn and play
- Set and communicate boundaries for children in a positive way
- Provide equal positive attention to all children in the program and look for ways to help them grow and discover their unique gifts
- When conflict or disagreements arise, commit to following the peacemaker principles and Full Value contract to resolve it in a timely manner

Benefits

- Opportunity to bring new ideas, program opportunities and learning options to the community.
- Opportunity to be creative and build personal leadership skills



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- Opportunity to experience managing a mentoring program dedicated to helping children connection to nature, self and others.
- Opportunity to deepen your own connection with nature, manage stress and discover your own gifts
- Opportunity to learn more about Forest Play programs through direct exposure and experience
- Opportunity to learn wilderness skills including: aidless navigation, edible and medicinal plants, wildlife tracking, survival skills, naturalist skills and knowledge
- Support and feedback for personal growth as a mentor and manager
- Opportunity to work outdoors, immersed in nature and to receive mentoring in deep nature connection
- Opportunity to work with creative and fun life-long learners who love being outdoors
- Opportunity to build relationships within the outdoor guiding and nature connection movement

Salary, Benefits & Profit Share:

The annual salary for this position is: **\$30,000**

Compensation: 12 monthly payments of \$2500 (less applicable taxes, CPP, etc).

Profit Sharing: In the event that Forest Play generates a profit at the end of the fiscal year the Program Manager and Director will meet to discuss and review options including, but not limited to: profit sharing, allocating the money for future projects and rolling the profit over to the next fiscal year. Both parties will mutually agree on the decision.

Holidays:

This position and its associated holidays will evolve as the year progresses, but it is anticipated that the following times will be available for holidays:

2 -3 weeks in the summer (to be determined in partnership with the Director)

Winter/Christmas Break: December 19, 2020- January 2, 2021.

Family "week": February 15-19, 2021 (providing we do not decide to run programs this week)

Spring Break: March 29- April 9, 2021 (providing we do not decide to run programs during these weeks)