



# Outward Bound<sup>®</sup> CANADA

## Position: Toronto Centre Program Director

*Outward Bound Canada's mission is to cultivate resilience, leadership, connections and compassion through inspiring and challenging journeys of self-discovery in the out of doors.*

**Supervised by: National Director of Operations**

**Status: Full Time**

**Location:** Must reside in Toronto, Ontario.

The **Toronto Centre Program Director** has overall responsibility for the delivery of high quality Outward Bound programs in the Greater Toronto Area. Specific responsibilities of the position include:

### Responsibilities

**Excellence in Education and Adventure:** Ensure that we meet both these values at a high standard in all programs. See that all programs are designed so as to maximize the quality of the Outward Bound experience for students.

**Program Design:** Lead the design of courses and programs and ensure close alignment with the OBC mission and vision.

**Revenue Generation:** Ensure revenue targets are met or exceeded through a dynamic and effective balance of sales to new clients and engagement of existing clients.

**Operations Planning and Program Management:** Coordinate the development, execution and evaluation of annual operations planning. Identify and manage the resources, budgets, and people required to deliver a sustainable, responsible, and high-quality program.

**Relationship Management:** Maintain relationships with delivery partners, key clients, land managers and other stakeholders as necessary to ensure high quality program delivery.

**Information Systems:** Generate, maintain, and communicate information that all program stakeholders require to support program quality and consistency.

**Staff Supervision:** Hire, supervise, and mentor program and field staff, with the goal of building a dynamic, engaged, and high performing instructional faculty.

**Logistics Systems:** Develop effective logistics systems to support program delivery, ensuring effective integration of program resources and people, as well as anticipating and addressing emerging operational delivery issues.

**Risk Management:** Monitor logistics, food, transportation, admissions, route planning,

staffing, emergency response, curriculum and incident reporting plans etc. to maintain appropriate risk management and oversight of safety systems. Act as Regional Safety Officer for Toronto/GTA programs).

**Leadership and Management:** Be a dynamic and intentional contributor to the OBC leadership team, providing both strategic and tactical direction at team meetings and retreats as well as regional leadership and representation.

**Facility Management:** Ensure that any facilities being used by OBC Toronto, such as the Evergreen Brickworks site, are maintained in a neat, professional, and work-safe manner. Oversee compliance to applicable legal standards in this regard. Ensure that facility-related costs are aligned with both budgetary expectations and the OBC strategic plan.

**Broader Relationships:** The Toronto Centre Program Director will be a key leader in maintaining positive and productive working relationships in the outdoor adventure education community.

## **Skills and Experience**

- 5+ years experience in outdoor education or outdoor leadership, with a mix of instructional and management experience
- Experience with urban adventure programs preferred
- Proven experience leading teams and effectively supervising others
- In-depth knowledge of the outdoor and experiential/adventure industry and
- Knowledgeable of/aligned with the Outward Bound philosophy and pedagogy
- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; sufficient level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Competent and current in implementing system-wide risk management best practices within the outdoor industry;
- Detail oriented: excellent planning, organizational, communication and system building skills;
- Excellent interpersonal and people management skills - A track record of building strong internal stakeholder relationships and a positive and harmonious staff community;
- Solution-focused; able to take responsibility and work unsupervised

We offer a competitive compensation and benefits package.

Deadline for applications is January 15, 2016

Cover letter and resume (combined in one pdf document) can be submitted by e-mail only to:

email: [employ@outwardbound.ca](mailto:employ@outwardbound.ca)

Please quote "Toronto Centre Program Director" in e-mail subject.

Outward Bound Canada encourages applications from persons of diverse backgrounds and is an equal opportunity employer and we sincerely thank all candidates for their interest. Only those selected for an interview will be notified.