



Brigadoon Village invites applications for the position of
Program Manager

Reporting To: Jenn Ross, Director of Operations

Key Collaborators: Operations Team, Marketing Team, and Fund Development Team

Location: This full time position is based both at Brigadoon Village on Aylesford Lake and Brigadoon Village's City Office. Working requirement will depend on the needs of the programs through out the year.

Contract Term: Maternity Leave Cover for one year, beginning early 2022. With the possibility of future employment with Brigadoon Village

Salary Range or Hourly Rate: \$45,000 - \$55,000 plus travel allowance

Who We Are

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley. With an office located in Halifax's Hydrostone Market.

Who We're Looking For

The program manger is responsible for overseeing all of Brigadoon's programs including Summer Camps, Outdoor Centre rental groups, and Outreach programs (In Hospital and in City Programs). As part of Brigadoon's strategic priorities, the program manager will ensure all programming provided to participants meets Brigadoon's high standard of programming. They will be committed to program evolution and development in line with Brigadoon's Program Philosophies and industry best practices.

This position reports to the Director of Operations and will manage Brigadoon's Program Delivery Team which includes:

- Summer Director
- Outdoor Centre Coordinator
- Registration Coordinator and Family Liaison
- Outreach Coordinator

Key Responsibilities

Programs

- Develop and ensure implementation of annual and long-range program plans consistent with the strategic goals of the organization.
- Oversee development and implementation of all programs with the goal to provide safe, fun and engaging programs that are accessible to all campers and participants.
- Oversee and support camper registration process and family communications, in collaboration with Family Liaison developing and maintaining a year-round communication plan with families and campers, annual review of camper application process.
- In conjunction with Brigadoon's Marketing and Communications Manager ensure all programs are promoted through appropriate channels, and marketing materials needs are met.
- Manage existing charity partner relationships and establish new partnerships to provide summer and outdoor centre programs at Brigadoon Village.
- Manage educational partnerships and oversee student placements, internships, and work experiences.
- Oversee all program evaluation and manage annual statistics, providing summary reports to both internal and external stakeholders.
- Maintain program Risk Management policy development and review, aligning with industry best practices.
- Maintain and manage the accreditation of Brigadoon with the Camping Association of Nova Scotia & PEI, CAPOC, and other relevant organisations and institutions.
- Provide ongoing evaluation of the programs and identify areas of growth.
- Work with Fund Development team to communicate ongoing program needs to assist in grant funding development, including reporting and follow up.

Human Resource Management

- In conjunction with the Summer Director, Outdoor Centre Coordinator and Outreach Coordinator, develop job descriptions/recruit/hire/evaluate seasonal and casual program staff
- Provide effective coaching/training, feedback, recognition, and professional development, including implementation of the performance review process to create highly motivated, high performing staff
- Ensure that all staff have met Brigadoon's employment screening requirements
- Ensure seasonal and casual programming staff are communicated with efficiently
- Assist in the recruitment, screening, and training of medical staff.

- Assist the Summer Director, Outdoor Centre Coordinator and Outreach coordinator in the development and execution of pre-camp training for summer staff, outdoor centre staff, outreach staff and volunteers involved in on-site and outreach programming.

Qualifications and Characteristics

- University Graduate in Recreation, Social Sciences, Education, Administration, Child Psychology or Health Disciplines of 5-10 years of progressive camp experience. Minimum 5 years' experience working in Camp, Health care or Recreation field.
- Demonstrated management skills including: problem solving, analytical and organizational skills, innovation, creativity and negotiation
- Experience working with and managing staff and volunteers
- Proven leadership and human resource management skills
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- Police and Child Abuse Check
- Experience with facilitating groups and understanding of group dynamics.
- Excellent interpersonal, communications and consultative skills
- Excellent verbal and written communication skills
- Able to select, develop, and motivate people, and create a positive work environment.
- Computer literacy
- High level of risk awareness, ability to troubleshoot and resolve problems quickly and effectively
- Valid driver's license and access to a vehicle
- Demonstrated experience in program development, implementation and evaluation
- Demonstrated experience in policy development
- Enthusiastic, passionate, self-starter, creative, innovative, excellent time-management skills, flexible, adaptable, diplomatic, able to work in a small office environment and at program locations, commitment to programming for children with health challenges.

Required Certifications

- CPR Level C and Standard First Aid

Brigadoon Offers

- Full time position, with competitive salary and benefits package
- A flexible approach to schedule and work location where we put our staff first
- A dynamic work environment where new ideas are encouraged and brainstorming sessions break out frequently
- An environment that supports growth in your role and challenges you with new opportunities
- Brigadoon Village is committed to employment equity and aspires to have a workforce that is representative of the diversity of our community; we encourage all passionate, qualified candidates to apply

How to Apply

- Interested candidates are asked to submit their cover letter, resume, including salary expectations to careers@brigadoonvillage.org with the subject line '*program manager*'. We will begin screening applicants on January 7th, 2022. This post will remain open until filled.
- We thank all candidates for their interest, however only those under consideration will be contacted
- An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Education Verification, Criminal Background and Vulnerable Sector Search