



Position Title: Program Manager

Organization: the p.i.n.e. project

Location: 1139 College Street, Toronto, ON

Position Type: Full-time, permanent (6-month probation period)

Hours per Week: 37.5 (combination of hours in the office, field and community)

Reports to: Executive Director

About the p.i.n.e. project:

The p.i.n.e. project fosters confidence, competence, resilience and connection to nature through transformative outdoor experiences for people of all ages in Toronto and beyond. Our work inspires a vital re-connection between people and nature. Our programs include weekly programming for children during the school year, overnight camps in South Central Ontario, as well as highly sought-after summer day camps in Toronto. We also offer family experiences and educator training programs for professionals.

In addition to a dynamic and inspiring work portfolio, we offer:

- A collaborative, supportive and inclusive work environment
- Opportunities for professional development, including training stipends and an annual skills development week
- Staff discounts on all p.i.n.e. project programs
- Eligibility for benefits after one year

Position Description:

Reporting to the Executive Director (ED), the Program Manager (PM) leads the development and delivery the p.i.n.e. project's programs. Working with our innovative approach to nature education, this role provides the opportunity to creatively advance our program curriculum and delivery for greater impact. People management, mentoring and training, planning and logistics, and customer relations are key elements of the role. The PM works in close partnership with the ED, Operations Director (OD), Operations Manager (OM) and instructors; embodying respect, gratitude, awareness, life-long learning, and resilience, in alignment with our core values.

The central objectives of this position are to:

- Manage the development and delivery of p.i.n.e. programs in a manner that advances our mission and vision
- Lead program staff to deliver engaging and high-quality programming
- Support the ED in envisioning and bringing to life our programming goals

Key Position Responsibilities:

LEADERSHIP

- Demonstrates initiative, problem solving and creativity in responding to opportunities and challenges.
- Supports the ED in connecting our work to the larger context of environmental education, including developing and delivering external trainings, presentations and workshops
- Fosters external relationships with participants, parents, and the broader community, providing ongoing communication and support
- Identifies, mediates and resolves conflicts, both internal and external

PROGRAM DEVELOPMENT & DELIVERY

- Leads the development and implementation of program curriculum design
- Monitors and evaluates program effectiveness, developing strategies to strengthen programs and working with staff to introduce and adapt new ideas, approaches, and methods
- Contributes to program policies and procedures, ensuring compliance with all relevant legislation, regulations and industry best practice
- Oversees resources required to implement programs, including gear, equipment and vehicles
- Delivers key programs as needed
- Addresses issues arising in programs, acting as a key point of contact with guardians and addressing customer feedback
- Acts a key communications liaison between the office and field

EMPLOYEE MANAGEMENT

- Manage the program instructor team, including seasonal hiring and training
- Actively participates in the creation and implementation of staff development plans with a goal of fostering professional development, succession planning and encouraging staff retention
- Provides timely, candid and constructive performance feedback for all direct reports
- Maintains a safe environment for the sharing of feedback throughout the organization.

ADMINISTRATIVE LIAISON

- Manages all documentation related to program delivery and implementation, including incident forms, attendance sheets, staff debriefs, etc.
- Works closely with the OM to develop and coordinate administration and logistics related to program preparation and delivery
- Other duties as assigned

Qualifications:

Education and Experience

- 3 – 5+ years of demonstrated project management, leadership and program delivery
- Post-secondary education in a related field (e.g. education, outdoor recreation, environmental studies); teaching certification in an asset
- Demonstrated success in developing and maintaining effective relationships
- Experience leading outdoor education programs; in particular, experience guiding backcountry and/or adventure expeditions
- Experience working with children, youth and adults in a program delivery role
- Experience in education program design and curriculum building; teaching background an asset
- Experience as a team leader with management responsibilities
- Naturalist knowledge of local ecosystems

Aptitudes and skills

- Highly organized and detail-oriented, with the ability to multitask
- Ability to identify and manage risk within wilderness settings
- Excellent conflict resolution, problem solving and organizational skills
- High level of computer proficiency, including project management software
- A strong connection to nature is essential

Certifications

- Valid Police Vulnerable Sectors Check
- Valid Wilderness First Aid certification (WFR/ WAFA)
- Valid National Lifeguard certification preferred
- Valid Class G Driver's License, Class F preferred

Application Procedure:

Please submit a resume and cover letter as a single PDF to work@pineproject.org

Hiring is on a rolling basis until the position is filled. Please apply as soon as possible.

Email Subject Line: "Program Manager: FirstName LastName"

PDF Filename: "FirstName_LastName_Program Manager"

While we thank all applicants for their interest, only successful candidates will be contacted for an interview. No phone calls please.

The p.i.n.e. project is committed to developing a resilient, inclusive and vibrant work environment through a barrier-free selection process. We recognize people from diverse professional, cultural and educational backgrounds. Applicants who do not meet all of the stated skills, but feel they would make a positive contribution to the community are encouraged to apply and address these differences in their cover letter. If contacted for a job opportunity, please advise us of any accommodation measures required to enable you to be assessed in a fair and equitable manner. Information received will be addressed in confidence.