



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	On the Land Coordinator
CLASSIFICATION	
DEPARTMENT	N/A
LOCATION	School
REPORTS TO	School Principal
STAFF SUPERVISED	
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

Under the direction of the School Principal and in co-operation with classroom teachers, the Coordinator will be responsible for planning and organising the out of school on the land experiences for students. The incumbent will be responsible for planning and preparing all instructional components for trapping, fishing, hunting, canoeing, camping, cultural, and survival activities. The Coordinator will be required to provide guidance to elders and camp volunteers.

QUALIFICATIONS

Education

- Grade 12

Experience

- Extensive practical experience in wilderness survival and outdoor activities.
- Five years hunting, canoeing, snowmobiling, tracking, trapping, camping, boating, fishing, navigation and survival skills.
- Previous instruction/teaching experience.
- Experience in teaching traditional culture.
- Previous experience with wilderness/camp counseling.
- Previous experience teaching safety skills.

Knowledge, Skills and Abilities

- Extensive knowledge of an Aboriginal language and culture.
- Knowledge of traditional medicines and healing practices.
- Current certificates CPR/Heart Saver, First Aid, Hunter Safety, Flat water Canoe, Boating
- Ability to relate traditional legends and folk stories.

DUTIES AND RESPONSIBILITIES

The On the Land Coordinator will conduct and organize day, overnight and week-long activities that may take place in and around the school or at a wilderness camp. The incumbent will also coordinate the maintenance and use of the camp facility in co-operation with the Area Superintendent.

- Develops camp programs to provide as many wilderness experiences as possible
- Ensures safety standards are adhered to and safe practices maintained at all times
- Coordinates the use of camp facility by external agencies in co-operation with the Area Superintendent.
- Plans, organizes and implements all aspects of wilderness camp(s) in cooperation with classroom teachers and Principals. Activities include hunting, fishing, trapping, canoeing, navigating, snowmobiling, snowshoeing and safety and survival skills.
- Arranges for elders and resource personnel to make presentations to students.
- Relates traditional legends to students.
- Arranges for or provides instruction in traditional medicines and healing techniques.
- Arranges for or provides instruction in safety and survival skills.
- Arranges for or provides instruction in First Aid.
- Ensures the camp is maintained to Divisional standards.

Performs other related duties as assigned.

CONTACTS

Area and school administration

Teachers

Parents/Guardians

Chaperones, volunteers

Outside agencies e.g. Department of Natural Resources, Fish and Wildlife, Community resources

WORKING CONDITIONS

Minimal time will be required in the school

Approximately 75% of time will be outdoors;

Supervision of students and chaperones at camp

The position works a 180 days in the school year

The incumbent will work 7 hours per day when school-based and a varied number of hours when at camp. (Extra hours worked will be banked and taken during Christmas, Spring break and Summer break periods.)

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing all the duties of the position

EQUIPMENT USED

Audio visual equipment

Photocopier

Camping, hunting, fishing trapping, canoeing and other outdoor activity and survival equipment

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date