



Outdoor Program Coordinator & Instructor (Shared Position)

Ottawa River Canoe Club (ORCC) & Orienteering Ottawa

Contract Part-Time | September 2025 – June 2026

Fridays (ORCC Program) + Weeknights (Orienteering Ottawa Programs)

Locations Across Ottawa & Region

This is a yearly renewable contract, based on performance and funding availability.

Position Summary

Ottawa River Canoe Club and Orienteering Ottawa are jointly hiring a passionate, energetic, and organized Outdoor Program Coordinator & Instructor to lead hands-on, inclusive programming for youth. This dual-role position combines frontline instruction with behind-the-scenes coordination to support both organizations' youth and community initiatives.

At ORCC, you will lead a full-year [Friday outdoor program for homeschoolers](#) (ages 8–14), helping youth grow through paddling, skiing, orienteering, and seasonal leadership experiences. With Orienteering Ottawa, you will coordinate and deliver weekday evening orienteering programs for youth and adults. These are seasonal, fall and spring programs. In addition, there is an option to support school programs in the spring and fall.

This shared role offers a unique opportunity to mentor youth, promote physical literacy, and grow the local outdoor recreation and orienteering communities.

Key Responsibilities

- Program Delivery & Facilitation (ORCC & Orienteering Ottawa)

- Deliver safe, fun, and inclusive programming for youth (ages 8–14) and adults, focused on outdoor skills, physical literacy, and personal development.
- Plan and lead weekly activities aligned with seasonal goals (e.g. paddling, skiing, orienteering, group challenges, creative games).
- Foster teamwork, creativity, and respect among participants.
- Adapt instruction to meet the needs, strengths, and goals of diverse individuals.
- Step in to coach youth and adult orienteering sessions when volunteer coaches are unavailable.

Orienteering Ottawa
Ottawa & Surrounding Areas
treasurer@ottawaoc.ca

Ottawa River Canoe Club
1610 Sixth Line Rd.
Ottawa, Ontario
info@orcc.ca
613-850-2628



- Program Coordination & Communication (Orienteering Ottawa)

- Act as the main contact for Orienteering Ottawa's Learn-to program and represent club values and vision at program sites.
- Coordinate with coaches, volunteers, the Staff Liaison, and the Training Committee to plan and execute seasonal programs.
- Create and distribute weekly lesson plans, prepare materials, and set up program sites.
- Manage registration, promotions, cancellations, and participant communications.
- Perform post-program wrap-ups (equipment inventory, reporting, feedback collection).

Youth Support & Leadership Development (ORCC)

- Encourage goal setting, leadership, and reflection through guided journals and challenges.
- Maintain a safe and positive environment through proactive supervision and inclusive facilitation.
- Collaborate with ORCC's Recreation Program Coordinator to track progress and manage logistics (transitions, gear checks, on-site safety).

Safety & Risk Management (Both Organizations)

- Promote a strong culture of safety and inclusion at all times.
- Follow and enforce ORCC, CKC, and Orienteering Ottawa safety policies and partner site guidelines.
- Monitor environmental conditions (weather, terrain, water), and adjust plans accordingly.
- Complete incident reports and communicate concerns promptly.

Key Competencies

- Strong Leadership & Facilitation – Confidently manages groups and inspires youth through example.
- Inclusive & Person-Centered – Adapts approach to meet diverse needs with care and respect.
- Excellent Planner & Communicator – Manages logistics, lesson plans, and communications with ease.
- Organized & Self-Directed – Works independently with strong time management.
- Collaborative Team Member – Values partnership and aligns with both organizations' missions.

Orienteering Ottawa
Ottawa & Surrounding Areas
treasurer@ottawaoc.ca

Ottawa River Canoe Club
1610 Sixth Line Rd.
Ottawa, Ontario
info@orcc.ca
613-850-2628



- Engaging & Energetic – Brings enthusiasm to every program and builds connection through outdoor play.
- Safety-Oriented – Applies sound judgment and maintains high awareness of risks.

Qualifications

- Minimum 2 years of experience working with youth in outdoor or recreational settings.
- Demonstrated understanding of inclusion, equity, and community sport.
- Experience planning and/or delivering outdoor education or orienteering programs

Required Certifications (or willingness to obtain before start date):

- Standard First Aid & CPR-C
- NCCP Safe Sport Trained
- CanoeKids Instructor Trained (minimum) or equivalent paddling experience
- [Introduction to Community Sport](#) (minimum) or equivalent xc ski experience
- Criminal Record Check with Vulnerable Sector Screening
- National Lifeguard (asset)
- Driver's License & Access to Vehicle (required for ORCC & Orienteering Ottawa site travel)

Working Conditions

- Outdoor-based work with exposure to sun, wind, rain, cold, and forested/riverside environments.
- Weekday evening and Friday daytime hours required; additional planning/admin from home.
- Occasional physical demands (lifting boats/equipment, long periods on foot in rugged terrain).
- Environmental risks such as ticks, poison ivy, and weather events must be monitored and managed.

Effort & Demands

- A mentally and physically active role requires high energy, flexibility, and emotional resilience.

Orienteering Ottawa
Ottawa & Surrounding Areas
treasurer@ottawaoc.ca

Ottawa River Canoe Club
1610 Sixth Line Rd.
Ottawa, Ontario
info@orcc.ca
613-850-2628



- Desk-based work (lesson planning, email communication, reporting) is required weekly.
- Responsible for tracking hours and submitting post-program reports.
 - Orienteering Ottawa: Flexible - approximately 20 hours per week during the program season.
 - ORCC Hours: Fridays 8:30 am - 3:30 pm
 - An additional hour per week for administrative work.

To Apply

Please send a single resume and cover letter highlighting your outdoor leadership and program coordination experience to:

Keisha Lewis
Recreation Program Coordinator, ORCC
keisha.lewis@orcc.ca

Internal applicants may express interest by email.

Orienteering Ottawa
Ottawa & Surrounding Areas
treasurer@ottawaoc.ca

Ottawa River Canoe Club
1610 Sixth Line Rd.
Ottawa, Ontario
info@orcc.ca
613-850-2628