

**Job ID:** #GEN-23-08  
**Job Title:** NOHFC Intern: Outdoor Recreation Outreach Program Development Officer  
**Department:** School of Outdoor Recreation, Parks & Tourism  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Contract (12 months)  
**Job Category:** Schedule II

**Date Posted:** September 18, 2023

**Closing Date:** September 29, 2023

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

Reporting to the Equipment Depot Manager and Assistant Director of Outdoor Recreation, Parks & Tourism, the Outdoor Recreation Outreach Program Development Officer is actively involved in developing programming for community groups ranging from half-day, full-day, and multi-day programs at introductory through to advanced skill level offerings related to outdoor recreation, parks, tourism and leadership. The successful candidate will produce two seasonal catalogues of program offerings, pilot and evaluate a suite of programs, and prepare a plan to sustainably run the programming once the internship is complete.

## Job Duties

- Administer outdoor equipment rentals and programming in Thunder Bay with particular attention to key community groups
- Develop a catalogue of half-day, full-day, and multi-day outdoor recreation programs that can be run as fee-for-service offerings through Lakehead University's Community Zone, direct contracts from community organizations (e.g. Scouts, Cadets), and partnerships with other Lakehead University units (e.g. Residence Life, Athletics, International Studies)

# Employment Opportunity

- Liaise with community organizations that seek programming to ensure our catalogue of offerings meets their needs and budget
- Identify staffing, budgets and pricing associated with each program offering
- Develop a database of qualified instructors who could deliver programming on a contract-basis
- Develop a risk management strategy for each program offering
- Evaluate cost/benefit for equipment rentals based on anticipated wear and tear, maintenance, and replacement costs
- Produce a catalogue of 3rd party training services and certifications sought by outdoor industry employers that could be incorporated into the suite of program offerings (e.g. Wilderness First Aid, Ice Safety, Whitewater Rescue)
- Prepare content for social media and other online promotion of equipment rentals and programming
- Liaise with Lakehead University faculty to identify opportunities for student involvement in program offerings as a form of community service learning (e.g. practicum for students in Experiential Education or Advanced Outdoor Leadership)
- Coordinate, evaluate and report on results of pilot program offerings

## Qualifications

- Excellent written and oral communication skills
- Experience developing and delivering youth recreation programming
- Experience planning recreation and educational programs
- Familiarity with natural areas and indoor facilities in the Thunder Bay Area
- Familiarity with community organizations in the Thunder Bay Area
- Knowledge and experience with risk management associated with outdoor and educational programming
- Knowledge of budgeting
- Strong time management skills and ability to work towards goals independently
- G Driver's Licence
- Standard First Aid or higher

Certifications and experience at the Instructor level for one or more outdoor skills will be considered an asset. Familiarity with Lakehead University's Outdoor Recreation, Parks & Tourism program will be considered an asset.

Candidate MUST meet the following eligibility requirements for this NOHFC-funded position:

- Candidate must be a new entrant into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field.
- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.

# Employment Opportunity

- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

## Working Conditions

This position will involve working in office spaces at Lakehead University's main Thunder Bay campus as well as at the Outdoor Recreation Equipment Depot on Tungsten Street in Thunder Bay. Consulting with community organizations may involve local travel to their facilities in and around Thunder Bay. Piloting outdoor recreation programs will involve outdoor fieldwork in all four seasons in natural areas in the Thunder Bay region.

## What do We Offer?

This position offers an annual salary of \$38,825.15.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

## How to Apply

Interested applicants may apply by sending your cover letter and resume in word or PDF format to:

Dr. Julie Rosenthal  
Associate Professor  
Outdoor Recreation, Parks & Tourism  
[julie.rosenthal@lakeheadu.ca](mailto:julie.rosenthal@lakeheadu.ca)

If you are experiencing any issues, please email [careers@lakeheadu.ca](mailto:careers@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**



# Employment Opportunity



An Agency of  
the Government  
of Ontario