



# Outward Bound<sup>®</sup> CANADA

**Application Deadline:** May 15, 2007  
**Position:** Director of Program Innovation and Development  
Educational Contracts  
**Number of positions available:** One (1)  
**Location:** Flexible  
**Start date:** Spring 2007  
**Immediate supervisor:** Executive Director  
**Position Status:** Full-time Year Round Salaried Position

**Position Purpose:** Responsible for the innovation, development & design, evaluation, and continual improvement of Outward Bound Canada educational programs and contracts (Central and Atlantic Canada)

### Principal Accountabilities:

1. Work closely with existing clients and partners in the educational community to ensure strong customer service and new product development to meet educational objectives.
2. Create new business opportunities by building partnerships and contacts in a wide variety of educational institutions – Independent Schools, Public Schools and Colleges and Universities.
3. Identify research, develop, and design new program initiatives and respond to new programming inquiries.
4. Determine program viability and prepare costing models that enable effective strategic planning.
5. Produce or identify sources for program design and curricular resources.
6. In conjunction with development and operations team, produce annual program plan, ensuring feedback from all appropriate areas is addressed and incorporated effectively.
7. Establish and maintain quality assurance processes that result in the continual improvement and innovation of Outward Bound Canada's educational contract programs.
8. Advise Marketing Team in the development of marketing strategies, activities, and policies to promote products and services.
9. Prepare, manage, and control fiscal budget lines pertaining to educational contracts.
10. Assist in the mentoring and training of instructional staff, resulting in consistent and high quality delivery of programs.

### Critical Skills and Competencies:

- In depth knowledge, understanding and proven application of Outward Bound methods and philosophy.
- B.Ed and / or M.Ed a strong asset.
- Strong interest and aptitude in partnership building, innovation, and design as well as some aspects of sales and marketing.
- Excellent organizational skills with strong abilities in prioritization and time management.
- Proficient in the use of Windows based computers and Microsoft Office applications.

### Salary:

- Competitive salary and benefits.

**Application deadline:** May 15th, 2007  
**Send Resume and Cover Letter To:** Jody Harmon  
Outward Bound Canada  
999 Chetwynd Rd, RR#2  
Burks Falls, ON P0A 1C0  
Phone: (705) 382-5454 Fax: (705) 382-5959;  
E-mail: [employment@outwardbound.ca](mailto:employment@outwardbound.ca)

**We thank all applicants in advance; however, only those selected for an interview will be contacted.**

*Outward Bound Canada sees strength and value in diversity and is committed to employing staff from varying backgrounds, cultures and life experiences.*