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PROGRAM MANAGER

Start Date: June 22, 2026

Schedule: 37.5 hrs/week, typically 9-5 with some variance

Salary: \$56,000 + Health & Dental Benefits

Location: Hybrid: work from home and on-site

Contract Length: One year, with possibility of extension or promotion based on performance

ABOUT US

Earth Path is a non-profit organization based in the unceded territory of the Algonquin Anishinabeg Nation, or so-called Ottawa region. Since 2013 we have been dedicated to fostering meaningful relationships between people of all ages and the natural world through transformative nature programs.

OUR WORKPLACE CULTURE

We believe meaningful work happens when people feel supported, trusted, and inspired. We're a small, passionate team of nature lovers who care deeply about the work we do, the people we work with, and the land we spend our days on. Our workplace is collaborative, positive, and human-first - we prioritize fairness, communication, and mutual support over rigid rules and overly bureaucratic systems. While we take our work seriously, we also believe people should have full lives outside of it. We value flexibility, trust our team members to manage their time well, and, where possible, focus on doing good work together rather than enforcing overly strict 9-5 expectations.

OVERVIEW OF POSITION

The Program Manager plays a central role in bringing Earth Path's programs to life. This position is at the heart of our day-to-day operations, helping ensure that programs run smoothly, staff feel supported, and participants and families have a meaningful and positive experience in nature.

This role is a mix of leadership, coordination, and community care. The Program Manager helps guide the flow of programs, supports and mentors staff, communicates with families, and works closely with the Executive Director to strengthen and grow Earth Path's programming. From helping solve the small challenges that arise in a day outdoors to contributing to the bigger picture of how our programs evolve, the Program Manager helps keep the whole ecosystem of Earth Path running well.

This is a one-year contract with the possibility of renewal and potential advancement to Program Director. The successful candidate will train alongside the current Program Director and Executive Director over the summer before fully transitioning into the role in September.

KEY RESPONSIBILITIES

Program Operations

- Oversee the day-to-day operation of Earth Path programs
- Ensure programs run smoothly, safely, and according to established policies and procedures
- Create and manage program schedules, including coordinating shift coverage and responding to staff absences
- Support program implementation and help maintain high-quality participant experiences

Participant & Family Communication

- Serve as a primary point of contact for parents, caregivers, and participants
- Address questions, concerns, and feedback from families
- Support staff in responding to participant needs and behavioural challenges

Staff Support & Management

- Mentor, support, and manage program staff
- Help staff troubleshoot challenges and problem-solve situations that arise during programs
- Work alongside the Executive Director to plan and implement staff training
- Coordinate and execute staff performance reviews

Program Planning & Development

- Collaborate with the Executive Director on big picture program planning and implementation
- Contribute to improving program systems and operational processes

- Support evaluation and ongoing development of programs

Site Management

- Oversee program site operations, including the cabin, outdoor classroom, and firepit areas
- Purchase program supplies and ensure materials are organized and available
- Implement systems to maintain smooth program operations
- Work alongside the Stewardship Coordinator to keep program spaces safe, functional, and welcoming

PREFERRED QUALITIES

- Willingness to learn and deeply understand Earth Path's pedagogical approach and philosophy
- Experience working with children and a strong understanding of child development stages
- Prior experience facilitating, teaching, or leading educational activities or programs
- Experience and knowledge in wilderness skills and naturalist topics
- Strong risk assessment and risk management skills in outdoor settings
- Strong administrative skills, including proficiency with tools such as Google Docs, Google Sheets, and the ability to write clear, concise, professional emails
- Exceptional organizational skills and attention to detail, with the ability to stay focused, manage multiple responsibilities, and consistently follow through on tasks
- Strong communication and interpersonal skills, with the ability to work positively with others
- Emotionally regulated, fair, and thoughtful when navigating challenges or conflict
- Resilient and adaptable, able to remain positive and engaged in uncomfortable or stressful situations such as: inclement weather, getting wet/dirty, dealing with insects, and exploring off-trail through thick vegetation

REQUIREMENTS

- Valid Vulnerable Sector Check & Standard First Aid and CPR certification
- Must have reliable means of transportation
- Must be able to legally work in Canada

TO APPLY

If interested, please submit your resume and cover letter to our Executive Director, Nikki Horton, at nikki@earthpath.ca. Please be prepared to provide 2 references if you are contacted for an interview. Only those selected for an interview will be contacted.