

# Environmental Education Program Assistant



## About the Organization

Allan Brooks Nature Centre Society (ABNCS) is a charitable not-for-profit organization that educates and engages the public around the natural history of flora and fauna, ecosystems and stewardship of Nature in the Okanagan. We provide education, resources, and hands-on opportunities and experiences to learn and appreciate the Okanagan's unique and diverse natural history. Our work is motivated by the understanding that healthy ecosystems, environmental stewardship, and habitat conservation are all important and that these depend on informed, engaged, and empowered public, especially young people and their families, to care about nature.

To learn more about Allan Brooks Nature Centre, visit our website: [www.abnc.ca](http://www.abnc.ca).

## Job Summary

The **Environmental Education Program Assistant** will directly contribute to ABNCS' mission through the design, development and delivery of on-site environmental educational programs and camps for children, youth, seniors and special interest groups. This position will also act as one of the primary liaisons between visitors and ABNC, providing the community with first-hand experiences of the Okanagan and Allan Brooks through greeting visitors, nature interpretation and delivery of programs, camps, and services at the Nature Centre.

Reporting to the Education Program Coordinator, this position works closely with all staff of the Education Program team.

## Work Term

**This position is dependent on funding from Canada Summer Jobs program** and is anticipated to be full time (35hrs/week) from May 10, 2021 to August 28, 2021. The work term will be confirmed after confirmation from Canada Summer Jobs.

Candidates must be available to work regular days and hours, including evenings, weekends and holidays. The starting wage is \$15.50 per hour. Work schedule will centre around a Tuesday – Saturday schedule.

## Primary Duties & Responsibilities

- Develop activities for and supervise summer day camps (Tuesday - Fridays) for children 4 – 9 years of age;
- Lead interpretive programs (indoors and outdoors) to individual visitors and small to large sized groups (schools), independently;
- Provide a positive, enthusiastic ecological and/or cultural learning experience to visitors through informative and interpretive guided tours;
- Research and provide information and facts about flora & fauna, and ecosystems in the Okanagan;
- Work with other staff & volunteers to ensure the best possible experience for public while they visit Allan Brooks Nature Centre;
- Assist landscaping volunteers and personnel in maintaining the cleanliness and safety of the ABNC nature site, buildings and trails.
- Assist with creating and developing new displays and programs for the Nature Centre;
- Assist with incorporating Okanagan language, local legends (chaptiks) and cultural values into public programming and information presented at the Nature Centre;
- Develop new interpretive programming for youth and adults.

## General Duties & Responsibilities

- Maintain indoor exhibits, floors and displays in a clean and safe condition;
- Assist with daily tasks of the Nature Centre, including working the front desk, answering phone calls, handling cash, completing daily cash reports and centre cleaning;
- Represent ABNC at public and private ABNC functions, as required.

**Qualifications:**

- Must be between 15-30 years of age at the start of the employment;
- Have strong interpersonal, intercultural and intergenerational skills to ensure clear communication across all visitors, volunteer and staff personnel;
- Strong conflict resolution and relationship building skills;
- Educational/practical background or interest in science, education and/or nature interpretation;
- Knowledge of nature in the Okanagan flora and fauna preferable, and/or the ability to learn quickly and integrate new information;
- Ability to make sound judgment and respond tactfully as the leader of visitor, volunteer groups and summer day camps;
- Experience and ability to confidently educate and inspire groups of people through public speaking;
- Experience and ability to confidently supervise and lead Summer Day Camps for children aged 4 - 9;
- Previous experience as a supervisor and/or an outdoor guide an asset;
- Self-directed, highly organized with strong coordination skills. Ability to multitask, prioritize and problem solve;
- Able to work independently and with minimal supervision;
- Able to work under pressure and adapt quickly to changing priorities;
- Flexibility and willingness to adjust hours to accommodate the needs of the role and ABNC program scheduling needs;
- Passionate about nature, education and working with a great group of people while having fun;
- Be a Canadian citizen, permanent resident, person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- Have a valid Social Insurance Number and be eligible to work in Canada

**The position requires candidates to:**

- Have a valid BC Driver's License and be willing to provide a driver's abstract for review
- Have or willing to obtain Occupational First Aid Level 1 (or acceptable equivalent)
- Provide a Criminal Records Check
- Indoor and outdoor work during all types of weather in both independent and team settings
- Occasionally lift boxes 15 pounds or less, climb ladders, and safely lead groups of visitors around the grounds for the duration of approximately one hour.

**Please apply by emailing** your resume and cover letter '*stating why you would be an ideal fit for this role*' attention of Chantelle Adams at: [education@abnc.ca](mailto:education@abnc.ca) by **March 31, 2021**. **Please state "Environmental Education Program Assistant" in your email subject line.** Applications will be reviewed as received and interviews will be held accordingly.

*ABNC is an equal opportunity employer that encourages people of visible minorities, First Nations/Aboriginal individuals, newcomers and immigrants, members of the LGBTQ community, people of diverse abilities, and members of other underrepresented communities to apply.*

*We want to thank everyone who applies for this position in advance. Only successful applicants will be contacted for interviews.*