

## A Rocha Canada Houston - Buck Creek Canfor Hatchery & Nature Centre Position Title: Environmental Education Assistant (Summer Position)

Note: Anticipated 2 positions *pending funding approval* by Canada Summer Jobs grant

### POSITION DETAILS

Location:	Buck Creek Canfor Hatchery & Nature Centre
Start and End Date:	May 2, 2023 to Aug 19, 2023 (8-16 weeks subject to funding)
Hours/Days Worked:	Full time (35 hours/week between Tues-Sat).
Wage:	\$17.00 per hour
Closing Date:	April 17, 2023, or as soon as the position has been filled.

### POSITION FUNCTION

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

A Rocha Canada's project in Houston - the Buck Creek Canfor Hatchery and Nature Centre - raises up to 10,000 coho fry yearly to be released into the Upper Bulkley River watershed, and is involved in riparian restoration and monitoring in the watershed. At the Nature Centre, we provide interpretive displays and environmental education programming to local schools, groups and visitors.

The **Environmental Education Assistant** works in collaboration with Northern BC Project Coordinator to develop and deliver day camp and summer interpretive programming at the Nature Centre as well as in the surrounding area, helps maintain the facility and grounds, and helps as needed with conservation science activities.

### WORKING RELATIONSHIPS

Reports directly to the Northern BC Project Coordinator, and works closely with Conservation Science staff, Communications staff and local volunteers.

### DUTIES AND RESPONSIBILITIES

Duties and responsibilities will be determined in communication with the Northern BC Project Coordinator, described below.

#### Environmental Education

- Lead hands-on nature education programming for schools, local visitors and tourists at the Nature Centre.
- Plan, prepare for and deliver up to 4 week-long summer day camps for children age 5-12 including:
  - creating educational materials for day camp stations
  - planning stations, activities, music and skits
  - coordinating and working with volunteers
- Plan, prepare for and deliver special interpretive events including:

- Bio-blitzes
- Salmon fry release
- Nature-themed events for families within the watershed.
- Create interpretive signage for the Nature Centre and grounds.
- Create event/day camp posters in Canva, print and distribute in the community
- Develop advertising materials to share on social media platforms for special events and day camps.
- Write ads for events/day camps to be used by Communication staff for media/community listings.
- Take photos of events, upload to shared drive and label appropriately.
- Work with communications staff to create/suggest content for newsletter, create content for website, and create stories for Instagram.
- Record volunteer and visitor stats.

**In all areas the Environmental Education Assistant will:**

- Model open communication and work collaboratively within A Rocha Canada as a whole for the good of the organization, in support of A Rocha Canada's mission, core values and strategic plan.
- Demonstrate embodiment of A Rocha Canada's Vision, Commitments and Core Values.

#### WORKING CONDITIONS

Work takes place at the Buck Creek Canfor Hatchery and Nature Centre in Houston, BC as well as outdoors in the watershed. Work will include tasks in and around water. Shared indoor office space is provided, though the employee will be required to communicate with other staff and volunteers to avoid space conflicts.

#### QUALIFICATIONS AND SKILLS

**Experience:**

- Experience with Natural History Interpretation and/or environmental education is an asset.
- Experience with working with young children is an asset.
- Experience with music, acting and/or puppetry is an asset.
- Experience working within the not-for-profit sector is an asset.
- First Aid and CPR certifications are an asset.
- Experience with computers is an asset.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values an asset.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

**Skills:**

- Introductory knowledge and interest in ecology and local natural history.
- Intermediate Microsoft Office and Google suite experience.
- Experience in graphic design using Canva an asset
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a team environment; able to resolve interpersonal conflicts professionally.
- Strong organizational and time management skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be able to easily walk on uneven ground and through thick brush.

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Environmental Education Assistant

- Demonstrated ability to work quickly, efficiently, and calmly with children and visitors bringing tasks to completion in a timely manner while maintaining positive interactions.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

Additional Eligibility Requirements:

Applicant must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or 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 at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations; and,
- obtain a Criminal Record Background and Vulnerable Sector check.

HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Cindy Verbeek at [cindy.verbeek@arocha.ca](mailto:cindy.verbeek@arocha.ca)**
- Ensure your email subject line clearly refers to the **Environmental Education Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- The application intake period will close on April 17, 2023, or when the position has been filled.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.
- The position(s) are contingent on Canada Summer Jobs funding approval.