

## A Rocha Canada Brooksdale Environmental Centre

### Position Title: Environmental Education Assistant

Note: Anticipated 3 positions pending funding approval.

Note: These positions will be partially funded by the Canada Summer Jobs grant, and are contingent on funding approval.

#### POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	Between April 24, 2024, to August 14, 2024 (8 to 16 weeks, subject to funding).
Hours/Days Worked:	Full-time (5 days/week, 35 hours/week, Monday to Friday, with occasional Saturdays).
Wage:	\$19-\$22 per hour (depending on experience)
Closing Date:	Until the position has been filled.

#### POSITION FUNCTION

A Rocha is an international environmental conservation organisation which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision a world where nature flourishes as people live equitably and sustainably.

A Rocha Canada's (ARC) Brooksdale Environmental Centre is a dynamic environmental centre with programs serving all ages and various ecosystems. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, heritage houses, and a farm implementing sustainable agriculture practices. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The **Environmental Education Assistant** will work in collaboration with the Education Coordinator, the Environmental Education Team, the Farm to Families coordinator, and other Brooksdale staff in assisting with environmental educational programming for children, families, and seniors. The Education Team provides programming in environmental awareness and personal practices to care for the environment through school field trips and day camps, as well as professional day workshops for teachers and children. Our Education team also includes the Farm to Families team, providing programs for children, families and seniors, including vegetable donations to underserved populations in Surrey and White Rock through partnerships with local organizations (primarily those working with newcomers and adults/children identified as at-risk). Farm to Families seeks to build relationships and cross-cultural connections, as well as communities of support.

#### WORKING RELATIONSHIPS

Reports directly to the A Rocha **Environmental Education Coordinator** who works in close collaboration with the **Environmental Education Team** and **Farm to Families Coordinator/team** as needed. Provides supervision and instruction to Interns and Volunteers.

#### DUTIES AND RESPONSIBILITIES

Environmental Education Programming:

- Leading/supporting in-person programming in collaboration with other Environmental Education Staff and Interns including:
  - Researching, planning and facilitating day camp activities for day camps
  - Creating resources for programs
  - Supporting the team with set-up and clean-up for in-person programming.
  - Debriefing sessions and recording stories for grant reporting and fundraising.
  - Leading/co-leading in-person school programs and summer day camps
  - Assist in training and supervision of Program Interns and Volunteers
- Program tracking and Evaluation
  - Filing of registration and consent forms
  - Enter participant information in online spreadsheets
  - Create tracking tools and survey templates as necessary

On-Site:

- Assist with watering and weeding of Kids' Garden with other Environmental Education/Farm to Families Team members as needed
- Assist with group work projects in the Kids' Garden on Volunteer Days and corporate workdays
- Assist with the organization & preparation of materials for programs

Other

- Work in collaboration with Brooksdale staff for other onsite activities as needed.
- Awareness and adherence to A Rocha Brooksdale Health and Safety protocols.

#### WORKING CONDITIONS

Work takes place indoors and outdoors at the Brooksdale Environmental Centre. Work in varied weather conditions may be required. Shared indoor office space is provided at Brooksdale, though the **Environmental Education Assistant** will be required to communicate with other Brooksdale staff to avoid space conflicts and to abide by Health and Safety protocols.

#### QUALIFICATIONS AND SKILLS

Experience:

- At least one year of experience in education programming (preferably with elementary-aged children an asset.
- Experience with vulnerable populations, and/or speakers of other languages) an asset.
- First Aid and CPR certifications are 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:

- Basic knowledge of local ecosystems is an asset.
- Intermediate Microsoft Office and/or Google Suite and Canva experience.
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.
- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift 50 lbs.

- Demonstrated ability to work quickly and efficiently in any weather.
- 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 employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada following 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 **Ruth Des Cotes** (ruth.descotes@arocha.ca)
- Ensure your email subject line clearly refers to the **Brooksdale Environmental Education Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- 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**.