



JOB POSTING

A Rocha Canada Houston - Buck Creek Canfor Hatchery & Nature Centre Position Title: Nature Education Coordinator

Note: Anticipated 1 position *pending funding approval*

POSITION DETAILS

Location:	Buck Creek Canfor Hatchery & Nature Centre
Start and End Date:	May 5, 2025 to Aug 22, 2025
Hours/Days Worked:	Full time (35 hours/week).
Wage:	\$18-22/hour depending on experience.
Closing Date:	Ongoing until 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 **Nature Education Coordinator** works in collaboration with Northern BC Manager and Nature Camp leader(s) and volunteers to develop and deliver day camp and summer interpretive programming at the Nature Centre and in the surrounding area and help as needed at the Buck Creek Canfor Hatchery and Nature Centre.

WORKING RELATIONSHIPS

The Nature Education Coordinator will report directly to the Northern BC Manager, and supervise and work alongside the Nature Camp Leader(s) for the summer. They may interact with the Conservation Science staff, Communications staff and local volunteers as well..

DUTIES AND RESPONSIBILITIES

The Nature Education Coordinator plays a pivotal role in A Rocha's mission to care for creation and equip others to do likewise through connecting children with positive, hands-on experiences in nature. In consultation with the Program Manager, the coordinator will design and implement engaging and educational activities for children that promote a deeper understanding of earth care, wildlife conservation, and ecological systems. Tasks include, but are not limited to, curriculum development, organizing and planning supplies and snacks, coordinating day camp leaders, volunteers and partner organizations, organizing camper applications, and leading day camp activities. This position combines a passion for education with a commitment to fostering a love for the natural world among young learners, contributing to the overall success of A Rocha Northern BC's place-based education initiatives.

Job skills development

- Attend training for needed job skills including but not limited to:
 - Using Canva and Wordpress
 - Creating engaging social media posts
 - Working with children
 - Providing experiential outdoor experiences for children
 - Time management and planning skills
- Meet with a mentor weekly to discuss and develop job related skills and check in to problem solve and get support.
- Keep open communication with the Northern BC Manager on a daily basis to problem solve in a timely manner and collaborate on projects.
- Season end public presentation sharing about the summer.

Nature Education

- Supervise and work alongside Nature camp leaders to:
 - Lead hands-on nature education programming for schools, local visitors and tourists at the Nature Centre.
 - Plan, prepare for and deliver 4 to 6 one 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
- 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 sent to local media and community listings.
- Take photos of events, upload to shared drive and label appropriately.
- Create/suggest content for newsletter, create content for website, and create stories for Instagram.
- Record volunteer and visitor stats.

In all areas the Natural Education Coordinator 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 and surrounding areas. 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:

- Introductory knowledge and interest in ecology and local natural history required.
- Experience with working with young children is required.
- First Aid and CPR certifications are required.
- Experience with Natural History Interpretation and/or environmental education is an asset.
- Experience with music, acting and/or puppetry is an asset.
- Experience working within the not-for-profit sector is 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:

- Knowledge of Microsoft Office and Google suite is an asset.
- 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.
- 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 houston.bc@arocha.ca
- Ensure your email subject line clearly refers to the **Nature Education Coordinator** position.
- Ensure your name and the position title are included in the PDF file name.

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Nature Education Coordinator

- The application intake period will close when the position has been filled.
- Only applicants selected for interviews will be contacted.
- The position(s) are contingent on Canada Summer Jobs funding approval.