

A Rocha Canada Brooksdale Environmental Centre **Position Title: Trail Development & Site Maintenance 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/End Date:	Between May 7, 2025, to August 30, 2025 (8 to 16 weeks, subject to funding).
Hours/Days Worked:	Full-time (5 days/week, 35-40 hours/week, Tuesday to Saturday).
Wage:	\$19-\$21 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 **Trail Development & Site Maintenance Assistant** works in collaboration with the Brooksdale Site Manager and other Brooksdale staff in assisting with trail construction and maintenance, landscaping, small building projects, and upgrades of the Brooksdale Environmental Centre, a 1930s Heritage Site. The **Trail Development & Site Maintenance Assistant** also works alongside the conservation team in habitat restoration projects along the Little Campbell River.

WORKING RELATIONSHIPS

Reports directly to the **Brooksdale Site Manager**. Provides orientation and supervision to Volunteers.

DUTIES AND RESPONSIBILITIES

- Assist in maintenance and repairs of onsite buildings and grounds.
- Engage in small building projects (e.g. signage and kiosk construction, raised beds and irrigation system in demonstration garden).
- Assist in trail construction and maintenance.
- Orient and supervise volunteers involved in maintenance.
- Design, implement, and maintain heritage and natural landscaping with sustainable practices.
- Work alongside the conservation team in habitat restoration projects along the Little Campbell River.
- Maintain heritage site records of three registered heritage buildings.
- Work in collaboration with Brooksdale staff for other onsite activities as needed.

- Awareness and adherence to A Rocha Brooksdale's Health and Safety Protocols.

Work takes place indoors and outdoors at Brooksdale Environmental Centre. The **Trail Development & Site Maintenance Assistant** is required to work in all weather conditions. Work in extreme weather conditions may be required. Shared indoor office space is provided at Brooksdale, though the **Trail Development & Site Maintenance 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 construction and/or landscaping an asset.
- Experience in landscape management and/or restoration work is an asset.
- Experience and/or education in sustainable design is an asset.
- Experience working within the not-for-profit sector is an asset.
- First Aid and CPR certifications are an asset.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values is an asset.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

Skills:

- Intermediate-level hand and power tool skills.
- Intermediate Microsoft Office and/or Google Suite 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, efficiently and calmly in high-stress settings for long hours in any weather and bring tasks to completion on time.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

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 **Alain Boisclair-Joly** (alain.boisclair-joly@arocha.ca)
- Ensure your email subject line clearly refers to the **Trail Development & Site Maintenance Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Please state in your email whether you meet the **eligibility requirements**.
- 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**.