

A Rocha Canada Houston - Buck Creek Hatchery & Nature Centre **Position Title: Nature Centre Attendant (8 weeks)**

Note: 1 position funded by Canada Summer Jobs grant.

POSITION DETAILS

Location:	Buck Creek Hatchery & Nature Centre, 3125 Highway 16, Houston, BC
Start and End Date:	July 3, 2025 to August 25, 2025 (8 weeks)
Hours/Days Worked:	35 hours/week, Thursday to Monday
Wage:	\$19 per hour
Closing Date:	June 15, 2025, or when 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 Hatchery and Nature Centre - raises up to 10,000 coho fry yearly to be released into the Upper Bulkley River watershed, is involved in riparian restoration and monitoring in the watershed and provides interpretive displays and environmental education programming to local schools, groups and visitors.

The Nature Centre Attendant works in collaboration with Northern BC Manager and other staff to welcome visitors, maintain the facility, and provide support as needed to other staff.

WORKING RELATIONSHIPS

Reports directly to the Northern BC Manager and works closely with Conservation Science, Communications and Environmental Education staff as well as with local volunteers.

DUTIES AND RESPONSIBILITIES

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

Nature Centre Attendant

- Welcome visitors and answer questions about displays, local natural history and salmon.
- Take photos of events and keep track of visitor numbers.
- Collaborate with communications staff to create content for online and paper media.
- Plan and deliver public events on Saturdays
- Coordinate and oversee two flea markets on location
- Work on special project(s) to improve and augment present displays in discussion with Northern BC Manager.

Nature Centre Attendant

- Help with any mailouts, paperwork and other administrative tasks as needed.

Facility Maintenance

- Ensure the interpretive display area and outdoor classroom are clean and safe at all times.
- Ensure walkways are clear and safe.
- Complete additional janitorial duties as outlined on the building maintenance checklist.
- Plant garden beds and do yard clean up activities as needed.
- Tend the garden and grounds as outlined on the grounds maintenance checklist.

WORKING CONDITIONS

Work takes place inside the Buck Creek Hatchery and Nature Centre in Houston, BC as well as outdoors on the grounds. 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 an asset.
- Experience working within the not-for-profit sector an asset.
- First Aid and CPR certifications an asset.
- Experience with computers 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, Canva and/or Google suite experience.
- 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.
- Demonstrated ability to work quickly, efficiently, and calmly with children and visitors bringing tasks to completion in a timely manner while maintaining positive interactions with drop in visitors.
- 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.

Nature Centre Attendant

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**
- Ensure your email subject line clearly refers to the **Nature Centre Attendant** position.
- Ensure your name and the position title are included in the PDF file name.
- The application intake period will close on June 15, 2025, or when the position has been filled.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.