



24959 ALOUETTE ROAD, MAPLE RIDGE, BC V4R 1R8

Tel: 604.467.6401 Fax: 604.467.6478

arms@alouetteriver.org

www.alouetteriver.org

Job Title: Environmental Education Coordinator

Starting: November 29, 2021 (anticipated)

Contract: 52 weeks (may be extended pending future funding)

Schedule: Flexible schedule of 35 hours p/week, schedule will include some weekends and some evenings. Hybrid - In-office, outdoors and remote working.

Wage: \$19.50 – \$21.50 p/hour with 4% vacation pay. Rate of pay will be determined based on applicant's education, skills, and experience.

Benefits: Yes

Probationary period: 90 days

Closing Date: When the position is filled.

Please send a cover letter clearly explaining your interest in the position and your resume which shows how your background matches the job description. Please label your documents: (YourName_EnviroEducCoordinator_letter) and (YourName_EnviroEducCoordinator_Resume)

Address it to: The Executive Director, Alouette River Management Society

– [arms\(at\)alouetteriver.org](mailto:arms(at)alouetteriver.org)

JOB SUMMARY

The Environmental Education Coordinator is responsible for leading and facilitating the Alouette River Management Society's class and outdoor programs. The Environmental Education Coordinator also prepares for programs and assists in the development of program content. The Environmental Education Coordinator is a qualified and highly motivated individual. The Environmental Education Coordinator works with the ARMS team and ensures that all programs meet ARMS' standards.

ORGANIZATIONAL STATUS

Under the supervision of ARMS' Executive Director, the successful candidate will work closely with all ARMS' permanent and seasonal team members.

WORK PERFORMED

- Responsible for developing environmental science-based curriculum and content for ARMS' programs, events, day camps, and workshops.
- Leading and/or assisting environmental science-based lessons in both classroom and field settings.
- Leading and/or assisting outdoor environmental and STEAM-based camps for youth.
- Leading the development and organization of programs and STEAM-based camps.

- Ensuring the proper organization and preparation is conducted prior to an event, camp, or program.
- Engage youth, teachers, and the public in developing environmental awareness.
- Design and develop virtual STEM-based workshops and webinars for the public and school classes.
- Work with communication plans and programs.
- Manage budgets and assist in fundraising for environmental education resources.
- Use digital tech-savvy skills to promote environmental initiatives, programs, and issues.
- Ensuring program materials are organized, cleaned, and in safe working condition.
- Filling out appropriate documentation for events, camps, and programs (e.g., schedules).
- Supervising team productivity and performance (i.e., provide feedback, task delegation, and manage workflow).
- This position will require physical activity and working outdoors in all weather conditions.

CONSEQUENCE OF ERROR

Must exercise judgment based upon a thorough knowledge of procedures, guidelines, and regulations. Must exercise judgment based upon the safety and liability of our team and guests. Incorrect decisions will directly affect the Alouette River Management Society, ARMS staff and board reputation with government authorities, community, school districts, students and general public and could require intervention by supervisory and or senior management.

SUPERVISION RECEIVED

This position will receive supervision from the Executive Director and Environmental Projects & Communications Coordinator on a regular basis.

EDUCATION AND/OR WORK EXPERIENCE

- A completed degree in an environmental science-related field e.g. biology, ecology, forestry, environmental engineering, chemistry etc.
- Experience working with groups, specifically children
- Leadership and team building experience
- Current first aid WCB Level 1 certificate
- Class 5 Driver's License with a clean driver's abstract
- Current Criminal Record Check

Preference will be given to candidates who are passionate about working with children and the public in general.

SKILLS

- Excellent communication skill, both oral and written
- Excellent organization skills
- Strong leadership and supervision skills
- Strong understanding of childhood development
- Digitally savvy with a variety of social media platforms

- Strong digital content development
- Strong understanding of British Columbia's ecology
- Comfortable managing and speaking to large groups
- Comfortable working outdoors in all weather conditions
- Comfortable working alone and in team-settings

While we thank all applicants for their interest in this employment opportunity, only short-listed applicants will be contacted for interviews. No phone calls please