

NOTTAWASGA VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

POSITION: ENVIRONMENTAL EDUCATION ASSOCIATES- CASUAL/ON-CALL

POSITION PURPOSE:

These positions are responsible for the delivery of the Authority's Environmental Education Program.

Position Reports To: Manager, Environmental Education

Position Mandate for: Environmental Education Associates - Casual/On-Call

Leadership

- Monitors the performance of works being done by self and subordinates to ensure safety and the use of protective devices, in accordance with NVCA policy and the Occupational Health and Safety Act.

Technical

- Assist in delivery of goals & objectives of the Education Strategic Plan for both on-site & outreach school programs
- Help ensure smooth delivery of existing program, maintaining 12,000 students per year
- Other specific program support areas for this Associate position include the following initiatives:

Camp Tiffin

- Assist with the delivery of camp programming for Camp Tiffin
- Assist in the mentoring of camp staff
- Deliver main Tiffin program blocks each day for camper groups as per schedule and facilitate am or pm extended care with supervised activities
- Assist with the delivery of camp programming for visiting day camps to the Tiffin Centre

Communications/Representation

- Interacting effectively with staff, external organizations and the public while using diplomacy in confronting issues

Support/Core Skills

- Ability to anticipate/identify problems and propose solution alternatives
- Task management skills (planning, organizing, controlling) as applied to own work
- Ability to work independently and as a member of a team
- A positive, cooperative work attitude
- Motivated to learn programs available to teach visiting students to increase the value of own role
- Demonstrate flexibility in a continuous learning and changing environment
- Work outside normal business hours as required

- Ability to accurately and independently follow instruction and be able to adapt to changing tasks and duties

Education/Licenses

- Outdoor recreation/Education or educational background in another related program along with experience with children or have 5 years related experience.
- Must have or attain Standard First Aid CPR level C prior to starting