Nottawasaga Valley Conservation Authority

Environmental Education Associate Casual / On Call

Job Description

Program	**Conservation Services**
Department	**Education**
Salary Grade	**Contract Grade 1**
Reports To	**Manager, Environmental Education**

Job Summary

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

Main Duties / Responsibilities

The table below details the key responsibilities of the job. These responsibilities represent the major areas of work performed.

	Main Duties / Responsibilities
1	Assist in delivery of goals & objectives of the Education Strategic Plan 2016-2018 for both on-site & outreach school programs.
2	Help ensure smooth delivery of existing program, maintaining 12,000 students per year
3	Other specific program support areas for this Associate position include the following initiatives: Camp Tiffin o Assist with the delivery of camp programming for Camp Tiffin o Assist in the mentoring of camp staff o Deliver main Tiffin program blocks each day for camper groups as per schedule and facilitate am or pm extended care with supervised activities o Assist with the delivery of camp programming for visiting day camps to the Tiffin Centre

	Management / Leadership Requirements
	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.*

	Communication Requirements
	Interacting effectively with staff, external organizations and the public while using diplomacy in confronting issues.
	Assisting staff participating in committees as required.

	Technical Skills
	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.
	Demonstrate flexibility in a continuous learning and changing environment.
	Work outside normal business hours as required.

Minimum Required Qualifications

Education	Outdoor recreation/Education or educational background in another related program.
Experience	Five (5) years directly related, experience with children

Certifications or Designations	Valid G class Driver's License
Interpersonal Qualities	Customer contact skills (telephone answering, email responses, "customer-centered" problem solving, etc.). Effective in written and oral communications. Effective negotiating & conflict management/resolution skills. Developed change management skills. Ability to handle/cope with on-the-job stressors. Ability to handle confidential information. Computer literacy.

Supervision

The table below details the number of direct reports supervised by the job, and the total number of indirect reports reporting into the job.

# of Reports	**Direct: 0 (PFT)**	**Indirect: 0 (PFT)**

Hours of Work and Location

- Maximum 35 hours per week, no guarantee of any hours
- Tiffin Centre, Hix Building
- Travel within the NVCA watershed as necessary

Factors in the Work Environment

- A Low degree of confidentiality and discretion is required.
- The position has a MEDIUM degree of impact of errors.
- The position has a LOW degree of interaction with Senior Staff and/or the Chair & Vice-Chair, and a HIGH degree of interaction with the public.

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear, and stand, walk and reach with hands and arms.
- The employee occasionally is required to use hands for manual dexterity.
- The employee is occasionally required to climb or balance and stoop, kneel and crouch.
- The employee must be able to occasionally lift and/or move up to 50 pounds.
- A high level of concentration is required for the major portion of the day.

Work Environment

- The noise level in the work environment is usually moderate.
- Travel is required occasionally.
- Dealing with shifting priorities is a regular occurrence.

Important Note

The Nottawasaga Valley Conservation Authority reserves the right to change, amend or disuse this job description at any time. This document is intended to provide an overview of the required responsibilities and qualifications.