

Ausable Bayfield Conservation Authority

CONSERVATION EDUCATOR - Interim

JOB IDENTIFICATION

Job Title	Conservation Educator - Interim
Job Classification	Regular Part Time
Supervisor	Stewardship, Land & Education Manager or designate
Positions Supervised	Students, volunteers and occasional staff
Location	Administration Centre, Morrison Dam Conservation Area
Wage Category	Level 6
Benefits	All current guidelines under <i>Employment Standards Regulations</i> , in addition to the <i>ABCA Personnel Regulations</i>
Valid Driver's License	Required
Hours of Work	28 hours/week; irregular including some evenings and weekends
Working Conditions	Varied, from a modern air conditioned office to the out-of-doors in a variety of weather conditions.

PURPOSE OF THE JOB

The Conservation Educator will assist the Ausable Bayfield Conservation Authority to achieve the objectives as set out in its *Conservation Strategy* and *Watershed Management Strategy* and *Watershed Report Card* through the development, promotion, coordination, evaluation and delivery of both indoor and outdoor conservation education programs.

Ausable Bayfield Conservation Authority

CONSERVATION EDUCATOR - Interim

JOB DESCRIPTION

A. Areas of Responsibility and Accountability

1. Assist with the development, coordination and delivery of the following indoor and outdoor conservation education programs for students and audiences of all ages at: ABCA education centres and conservation areas, schools, partner agencies, rented facilities, parks, private property and other locations as required: School Programs, Spring Water Awareness Programs, Nature Camps, Non-profit Programs and Presentations, Private Programs and Presentations, Special Events, other conservation education programs, presentations or activities as requested.*

* ABCA conservation education programs refer to all of the above activities, presentations and special events and are used interchangeably throughout this document.

2. Ensure that the conservation education programs and services of the ABCA for school age children complement the school curriculum and will result in outcomes that achieve the ABCA's conservation message.
3. Supervise staff and volunteers who help with the delivery of the conservation education Programs.
4. Work with other staff to promote and market the conservation education programs of the ABCA.
5. Work with the Financial Services Coordinator of the ABCA to ensure the accuracy of requests to invoice for the services of the ABCA.

B. Decision Making and Problem Solving

1. Decisions and problem solving are made in conjunction with other personnel and/or per ABCA policies and procedures.
2. Responsible for daily operational decisions and problem solving during conservation education activities.

JOB QUALIFICATIONS

A. Effort

1. Motivated with a high energy level.
2. Positive attitude towards peers, subordinates, supervisors, public, students, adults, Board of Directors, and customers who obtain services from the ABCA.
3. Mentally and physically capable of dealing with the demands and pressures of the job.

Ausable Bayfield Conservation Authority

CONSERVATION EDUCATOR - Interim

4. Positive attitude and a high level of effort towards the duties and requirements of the job.

B. Responsibility

1. Accountable for one's actions, duties and presence.
2. Capable of being trained in work-related safety requirements, and of working in a safe manner.
3. Ability to supervise staff and volunteers in a positive and constructive manner.
4. Willing to assist other team members.
5. Ability to follow directions, undertake assignments and produce desired outputs on schedule.

C. Skill

1. Excellent working knowledge of the English Language.
2. Excellent oral and written communication skills
3. High work ethic.
4. A good team player.
5. A good working knowledge of PC computers.
6. A Degree from an accredited University or a diploma from an accredited College in an environmental science or recreation programming field and two (2) years of experience.
7. A working knowledge of education methods, watershed management, and resource management theories.
8. Knowledge of soil, water, flora and fauna and stewardship practices that conserve these features
9. Experience working with a variety of partners in the delivery of programs and services.
10. Possess exceptional time management and organizational skills.
11. Valid Class G Driver's Licence.

JOB QUALIFICATION ASSETS

Ausable Bayfield Conservation Authority

CONSERVATION EDUCATOR - Interim

1. Ability to operate all types of AV and camera equipment.
2. A valid Ontario First Aid and CPR Certificate and WHIMIS training.
3. A good working knowledge of Microsoft Office.
4. Excellent proven ability to prepare printed material in a variety of communication modes
5. Experience in dealing with the media.
6. Teaching Certificate from an accredited institution.
6. Ability to deal with emergency situations.
7. Previous experience and knowledge about conservation authorities.