



Position: Nature Kids Program Coordinator

Applicant Type: Post-secondary graduate

Term: 12 months (with the possibility of extension)

Hours: Part-time (approximately 20 hours per week with seasonal variability)

Remuneration: \$22 per hour

Primary Language: English

Start Date: May 24, 2017

NOTE: Applicants MUST meet the Canada Green Corps requirements <http://unac.org/unac-projects/canada-green-corps/>. Please ensure you are eligible PRIOR to submitting an application. To be eligible applicants must:

- Be between the ages of 18 and 30 (inclusive) at the time of intake/selection;
- Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada;
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations;
- Not be in receipt of Employment Insurance (EI) benefits at the time of the placement (*Please note that the cancellation of EI benefits may cause some delay in the hiring process);
- Not be full-time students or co-op students;
- Not have participated in a youth project or programme funded by the Federal government within the last six (6) months;
- Be able to commit to a full-time job placement;
- Be unemployed or underemployed.

*Note: Underemployment exists when employed persons are A) working part-time, or B) working in a field that does not utilize their academic qualifications, thus, not attaining their full employment level.

About the Position:

The Nature Kids Program Coordinator will be responsible for the day-to-day planning and implementation of the Nature Kids program, liaising with partners and volunteers and supervising seasonal staff on an as-need basis. This includes: providing support for seven (7) local Nature Kids Chapters across Alberta; planning and implementing the Family Nature Night events in the Edmonton area; recruiting volunteer experts for assistance with events and initiatives; developing and implementing other family-focused nature education programming in partnership with 30+ nature clubs (Nature Alberta member clubs) across the province. Additional responsibilities include: supporting the development of grant applications and other requests to secure funding for program activities; liaising with members (Nature Alberta “Family Membership” holders); and representing the Nature Kids program at various outreach events across Alberta.

Roles and Responsibilities:

- Lead the implementation of the Nature Kids program in accordance with the program plan, and in conjunction with organizational strategic and operating plans;
- Provide support for the Nature Kids Chapters and volunteer Chapter Leaders across Alberta;



- Collaborate on fund development initiatives and partnership development for current and planned Nature Kids program activities;
- Support other Nature Alberta and Land Stewardship Centre program initiatives that align with Nature Kids program objectives;
- Serve as an ambassador for Nature Alberta and Land Stewardship Centre at various events across Alberta;
- Provide ongoing support for the youth education program initiatives of various nature clubs (Nature Alberta Member Clubs) across Alberta;
- Assist with the development of summary reports, interim and final program and project reports;
- Perform minor administrative tasks;
- Travel within the province of Alberta.

Qualifications:

- A passion for environmental conservation and working with youth; the ideal candidate will have a history of working with children as well as experience with public outreach and nature education programming.
- The ability to clearly and effectively develop and implement programs that promote the appreciation of Alberta's natural history to children and their families;
- Excellent organizational, public speaking, oral and written skills (this is a position for someone who is personable and comfortable networking and giving public presentations);
- A proven communicator, problem-solver, critical thinker and contributor in a team environment;
- Ability to work flexible hours, including some evenings and weekends;
- Class 5 license (GDL is acceptable) and clean driver's abstract;
- Reliable transportation and insurance coverage is an asset.

About Nature Kids:

Nature Kids is a program of Nature Alberta. This nature-focused program aims to teach children (ages 4-12) and their families about nature. The program offers educational materials and field experiences that promote being outdoors, observing nature, scientific investigation, environmental stewardship and healthy living. The program aims to inspire new generations of naturalists to become a strong voice for conservation of Alberta's natural environment.

About the Land Stewardship Centre – Nature Alberta Partnership:

Land Stewardship Centre and Nature Alberta are independent non-profit organizations. Nearly two years ago, recognizing a natural alignment between their respective visions and organizational mandates, Land Stewardship Centre and Nature Alberta established a strategic partnership which enables more efficient and effective operations and management of both organizations through a shared-services model. Under this arrangement, the Nature Kids Program Coordinator will be an employee of Land Stewardship Centre, reporting to the Executive Director.

Learn more about Land Stewardship Centre at <http://www.landstewardship.org/about-us/>.

Learn more about Nature Alberta at <http://naturealberta.ca/about-us/>.



How to apply:

Submit electronic applications only. Please email cover letter and resume in a single file to info@landstewardship.org with **Nature Kids Program Coordinator Job Application** in the subject line on or before May 12, 2017 at 4:30 p.m. We thank all applicants for their interest however only individuals selected for an interview will be contacted.