

Job Title: Nature Education Assistant	Supervised by: Education & Outreach Coordinator Reports to: Executive Director
Salary/Wage: \$20/hour	Closing Date: January 31, 2026
Position Purpose:	
Under the supervision of the Education & Outreach Coordinator, the Nature Education Assistant will assist in the planning, promotion and delivery of Eagle Point-Blue Rapids Parks Council's Nature Education programs, Summer Day Camps, events and outreach initiatives.	
Job Duties:	

Summary:

This full time (37.5 hours/week), seasonal position runs from May 4, 2026 to August 21, 2026. Job duties nature education planning, prep, set up and delivery, event planning and coordination, promotion of Parks Council events, activities, programs and locations, summer day camp/summer program planning and delivery, maintenance of Parks Council gear and equipment and more.

Detailed Description of Job Duties

- Research and learn about our local natural history, including plants, insects, birds and mammals in order to provide accurate information to program participants
- Assist in delivering Nature Education programs through community and school groups
- Deliver programming to a variety of audiences including children, youth, adults (including seniors) and industry professionals
- Work with EPBR Parks Council's partners to plan deliver outreach programs
- Use social media platforms to encourage, promote and share activities and events
- Plan, prepare and deliver activities for Summer Day Camps and One Day Fun Days.
- Assist in the planning and coordination of Parks Council public events and activities.
- Plan, set up and take down of Point Duty displays at public locations
- Assist in the preparation of, set up, delivery and take down of Nature Education programs for schools, youth, community organizations, summer day camps, including hiking/walking.
- Photograph and/or video events, activities, points of interest within Eagle Point Provincial Park and Blue Rapids Provincial Recreation Area
- Assist in organizing and cleaning Parks Council gear, supplies, materials at various locations.
- Prepare event reports, including planning, budget and debrief.
- Plan and facilitate all programs and activities in a safe manner as outlined in our Safety Hazard Assessments and prepare a Site Specific Hazard Assessment prior to activities and programs.
- Abide by Parks Council's rules and Alberta Parks regulations at all times, including

- Driving and maintaining the Parks Council van according to our company policy and standards.
- Assisting Parks Council staff in promoting events and activities.
- Attending staff meetings.
- Delivering programs in a professional manner, while being mindful of personal hygiene and appropriate dress.

Qualifications

- Preference will be given to post secondary students enrolled in Education, Biology, or Environment Science programs who are planning to return to a post secondary institution to complete their education.
- Experience working with or volunteering for non-profit organizations is an asset.
- Strong interpersonal skills, organization skills and time management skills.
- Experience working with children and/or youth.
- Ability to work independently and in a team environment.
- Moderate fitness - ability to walk/hike for several kilometers, ability to lift 20 kg.
- Proficient in Microsoft Word and Google Docs
- Keen interest in the outdoors and the natural world.
- Knowledge of local flora and fauna.
- Experience working with a variety of social media platforms.
- Valid Alberta Driver's License.