

Eagle Point-Blue Rapids Parks Council

Education & Outreach Program Assistant (Summer Position Job Description)

Job Title: Education & Outreach Program Assistant (Temporary Summer Position)	Supervised by: Education and Outreach Coordinator Reports to: Executive Director
Salary/Wage: \$20.00 per hour	Closing Date: April 2, 2023

Position Purpose

Under the supervision of the Education and Outreach Coordinator, the Education & Outreach Program Assistant is responsible for aiding in the design, promotion, and delivery of all Eagle Point – Blue Rapids (EPBR) Parks Council Environmental and Outdoor Education programs and outreach initiatives.

Job Duties

Education & Outreach Program Delivery

- Deliver environmental education programs through community and school groups
- Deliver programming to a variety of audiences including children, youth, adults, and industry professionals
- Cultivate and manage partnerships with local and regional outdoor and environmental education service providers, connect public schools and local groups/organizations with these service providers and facilitate their programs being offered in Drayton Valley and surrounding area
- Update and monitor the Parks Council website and social media platforms (Facebook, Twitter, YouTube) to encourage, promote and share activities and events
- Implement and further refine/develop the EPBR Parks Council's communications and outreach initiatives relating to the overall program, mission and vision of the organization including review and preparation of appropriate materials for mailing, website and social media forums

Education & Outreach Program Development

- Assist in developing, preparing, and delivering educational programs and materials for schools, youth, community groups and the public that reflect the underlying themes needed to provide quality outdoor and environmental education programs and experiences

Other Parks Council Projects and Administration

- Promote, coordinate and execute Parks Council larger programs and special events, support Parks Council member organizations in the coordination and promotion of their larger programs and special events
- Assist with other general tasks of the Parks Council and other ongoing programs and priorities

Qualifications / Competencies

- Preference will be given to a post-secondary student, planning to return to school, in a related field
- Experience working for, or volunteering with non-profit organizations
- Strong interpersonal, organizational and time management skills
- Proven ability to work independently and in a team environment
- Experience and ability to work with children and youth
- Good oral communication skills
- Keen interest in active outdoor living and connecting with nature, and a respect for natural habitat and local wild places
- Proficient in the use of the Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Experience working within social media platforms (Facebook, Twitter, YouTube)
- A current valid Alberta driver's license
- A willingness to work flexible hours with some on evenings and weekends
- The successful candidate will be required to submit a criminal record check and a child welfare check
- First Aid (not a requirement, but an asset)
- Knowledge of local flora and fauna an asset