



Swan Lake Christmas Hill Nature Sanctuary Society
3873 Swan Lake Road, Victoria, BC V8X 3W1

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Phone: 250-479-0211

Swan Lake Christmas Hill Nature Sanctuary Society is hiring for a full time, one-year contract **Community Educator**.

The Nature Sanctuary Society is a registered non-profit charity organization that fosters understanding and appreciation of nature through direct experience. For over 46 years the sanctuary lands have provided a home to an incredible array of native plants and animals, and educational programming for millions of people to forge deeper connections to nature.

The Community Educator will support the organization's conservation, restoration and education goals through the delivery of educational programs and the creation of communications to increase community awareness and engagement. The Community Educator will also be involved in helping with our community-integrated biodiversity monitoring and ecosystem restoration approaches such that critical site data are collected effectively, and restoration goals are achieved consistently.

This position is a good fit for you if you are interested in a long-term career in the non-profit, environmental or community engagement sectors. You will be part of a small team and support site operations, educational programs, and the administrative team. This role requires excellent communication and collaboration skills as well as the ability to problem solve and innovate. You are well-organized, can follow directions, work independently and are able to work outside rain or shine. You are able to prioritize work tasks and have an adaptive, solutions-based approach. You are not afraid of spreadsheets, data analysis, or digital collaboration and design tools. You value your team and contributions to a larger purpose, and you have a good sense of humour.

- One position available.
- Full-time 35 hours/week, for one year contract, with possibility of extension. Probationary review at three months.
- General work schedule: Tuesday – Friday 9-5, Saturday 11-4:30; half hour unpaid lunch, and some flexibility required for events
- Hourly wage: \$19-20/hour, depending on experience.
- Benefits package includes 4% vacation pay, up to 70h personal time, funded professional development opportunities and 10% gross earnings allowance for extended health and dental.

Duties include:

- Deliver educational programs and activities for all ages in accordance with the mission and strategic goals in person and remotely
- Collaborate to develop and refine educational programs as social context shifts
- Assist with collection and curation of biodiversity monitoring and other ecological site data
- Assist with training volunteers and other staff through work planning, reviewing, identifying required resources, and regular communications
- Help to facilitate meetings, educational workshops, events, and trainings
- Support the development and implementation of evaluation methods to assess program strengths and identify areas for improvement
- Support preparation of grant funding proposals and clear, accurate and timely reports
- Create and update school program teaching manuals in alignment with BC curriculum standards

- Plan and coordinate program booking and scheduling
- Select materials and equipment for programs
- Collaborate with outside partners to offer curriculum as required
- Adapt on-site and school programs based on feedback from teachers, caregivers, and the greater community
- Continually seek out opportunities for growing our community
- Support live animal care
- Support visiting researchers and other contractors as needed
- Support creation of Nature house displays and signage
- Respond to inquiries from members of the public and media and promote the Nature Sanctuary's initiatives
- Represent the organization at local community events
- Provide exceptional visitor service
- Assist with Gift Shop as needed
- Assist with strategy, metrics, analysis and content creation for internal and external communications including program promotion and marketing materials

Qualifications

- Minimum educational requirement is a Bachelor's degree in the natural sciences, education, performing arts or equivalent in skills and experience
- A minimum of 2 years' experience in teaching pre-schoolers or school-age children, or a minimum of 2 years' experience in interpretation programs from parks or other similar types of educational centres
- Demonstrated effective public relations and interpersonal skills, with a passionate enthusiasm for nature education
- Some knowledge about or great interest in the natural environment
- Comfortable and experienced using PC computers, including modern communications and collaborative computing programs, and applications (e.g. Word, Excel, Zoom), as well as comfortable manipulating basic graphics (e.g. Adobe Creative Cloud, Canva)
- Strong written and public speaking abilities
- Creative thinker, problem-solver, and self-starter
- Highly organized with great attention to detail
- Adaptable and mentally flexible, positive, and enthusiastic
- Strong work ethic with a high degree of energy
- Must be able to provide a recent clear Criminal Record check following an offer of employment
- Class 5 driver's license and reliable transportation to get to programs off site
- Must hold or be willing to obtain Emergency First Aid & CPR-C Certification (training can be offered through position)

Assets

- Anti-oppression training or skills
- Experience working in the non-profit setting
- Fluent in French, both written and spoken
- Flexibility in working hours including frequent evening, weekend, and holiday shifts
- Experience with community-led ecological monitoring

Eligibility

Candidates must be eligible to work in Canada. Swan Lake Christmas Hill Nature Sanctuary requires all staff to be vaccinated for COVID-19. Individuals who cannot be vaccinated for medical or for reasons recognized by the BC Human Rights Act may request accommodations.

The Nature Sanctuary Society is committed to building a diverse staff and will be hiring through an equity lens.

We are grateful to all applicants, however, only candidates selected for an interview will be contacted.

To Apply:

Email Dr. Cara Gibson cgibson [at] swanlake .bc .ca using subject line "Application for Community Educator position."

Include a cover letter, resume, and contact information for two references. Attach all documents as a single PDF with filename "YourSurname_CommunityEducator.pdf".

Application deadline: Open until filled. Interviews begin: Jan 11, 2022

The above statements are intended to describe the general nature of this work however the list is not exhaustive and other duties and responsibilities will occur. The Nature Sanctuary retains the right to amend responsibilities as needed.