



Swan Lake Christmas Hill Nature Sanctuary Society
3873 Swan Lake Road, Victoria, BC V8X 3W1
www.swanlake.bc.ca | Get Social: @SwanLakeNature
Phone: 250-479-0211

Swan Lake Christmas Hill Nature Sanctuary Society is hiring a one year contract, 30h/week
Nature Sanctuary Site Assistant

We are looking to align this position with the ECO Canada Science Horizons Youth Internship Program that focuses on post-secondary graduates ages 15 to 30.

About Swan Lake Nature Sanctuary:

The Nature Sanctuary Society is a registered non-profit charity organization that fosters understanding and appreciation of nature through direct experience. For nearly 50 years the Sanctuary lands have provided a conserved space for an incredible array of native plants and animals, and educational programming for millions of people to forge deeper connections to nature.

We acknowledge that the Nature Sanctuary is on the ancestral territories of the lək'wəŋən peoples, represented by the Songhees and Esquimalt Nations, and W̱SÁNEĆ peoples, represented by the W̱JOLEŁP (Tsartlip), BÓKÉĆEN (Pauquachin), S̱ÁUTW (Tsawout), W̱SIKEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

We respect the vital relationships of First Peoples with these lands and waters for countless generations. We are honoured to receive Indigenous guidance and collaboration in stewardship and appreciation of the Nature Sanctuary.

The Nature Sanctuary lands are owned by Saanich, except for two small parcels which are Nature Trust BC Lands. The lands are governed by the Board of Directors of the Swan Lake Christmas Hill Nature Sanctuary Society, a non-profit and Registered Charity organization, under the terms of a Land Management Agreement between the Society and the Municipality of Saanich.

Read more about the Swan Lake Nature Sanctuary by navigating the links at the following [URL](#)

About the position:

The Nature Sanctuary Site Assistant will be responsible for helping to maintain the lands and waters at Swan Lake and Christmas Hill. This position will support tasks from the management plans (e.g. biodiversity monitoring and ecological restoration) as well as helping to reduce visitation impacts and mitigating other risks on site. The Site Assistant will also work with our broader community and help to conduct research as well as outreach and engagement.

This position is a good fit for you if you are interested in a long-term career in the non-profit, environmental or sustainability sectors. You are well-organized, can follow written or verbal directions, can 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.

Duties include:

Assisting the Site Director with restoration and preservation of sanctuary grounds at Swan Lake and Christmas Hill, including:

- invasive plant management
- native plant restoration
- water quality monitoring through sampling and data collection
- monitoring ground/substrate conditions
- managing public facilities at the Nature Sanctuary for appropriate engagement (e.g. establishing and maintaining appropriate hiking paths, accessibility considerations, signage, and nature interpretation areas).

Leading volunteers and community members in restoration and educational work

- helping to on-board new volunteers and community group members
- leading work parties at both Swan Lake and Christmas Hill
- supporting the work of other community groups (e.g. Seed Sowers, Nature Ambassador Programs, Adopt A Patch volunteers)
- sharing knowledge about restoration and natural surroundings with visitors and other learners
- assist with facilities maintenance (small repairs, maintenance of tools needed).

Qualifications:

- Excellent communicator and able to work comfortably both independently and in a team environment (both volunteers and colleagues)
- Ability to identify hazards and work in a safe manner
- Able to use landscape tools and assist with site maintenance
- Scientific skills including plant identification and some basic microscopy
- Willing to work both outdoors and indoors in all weather conditions
- Ability to do strenuous physical labour
- Ability to work on Saturdays
- Valid Class five drivers' licence
- Strong work ethic with a high degree of creativity, positivity, and enthusiastic energy as well as mental flexibility
- Ability to be resourceful and proactive when issues arise
- Must be able to provide a recent clear Criminal Record check following an offer of employment
- Must hold, or be willing to obtain, Emergency First Aid & CPR-C Certification (training can be offered through position)

Knowledge, skills and abilities:

- Willingness and physical ability to work outdoors, including in inclement weather and on variable terrain
- Public speaking
- Communication
- Teamwork
- Research
- Data Collection and Management
- Gardening
- Conflict resolution
- Anti-oppression awareness

Assets:

- Experience working in the non-profit setting
- Ecological monitoring and /or restoration experience
- Familiarity with iNaturalist
- Appreciative of baked goods

The Nature Sanctuary is following all Provincial Health Orders and WorkSafe BC's best communicable disease safety practices to ensure a safe environment for staff and visitors. All staff must be fully vaccinated for COVID-19.

Specifications:

- One position available on site in Victoria, BC
- 30 hours/week, one year contract, with possibility of extension. Probationary review at three months
- General schedule is Tuesday through Saturday 8:30am to 3:00pm (0.5h unpaid lunch)
- Some schedule flexibility is required to support meetings and other events
- Remuneration: \$23.50/h
- Our workplace includes flexible work scheduling, 12 observed paid holidays with optional time off between Dec 25 and Jan 1, professional development programming, 4% vacation, 70h paid personal time (pro-rated for part time), and 10% cash benefits allowance for extended health and dental coverage
- Ideal start date: Sept 17, 2024

Please email application to cgibson@swanlake.bc.ca as soon as possible for best consideration using subject line "Site Assistant."

Include all materials (cover letter, resume, and the names of two references) as a single pdf with your last name in the file name.

Visit our website at <https://www.swanlake.bc.ca/> and social media channels @SwanLakeNature for more information about the Nature Sanctuary.

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.

Application deadline: Please apply as soon as possible for best consideration.

Interviews anticipated to begin: Sept 9, 2024

Position to begin: Sept 17, 2024

Thank you for your interest in joining our team. We are grateful to all applicants, however, due to the volume of applications that we receive and the size of our staff team, only candidates selected for an interview will be contacted.

We kindly ask that all applicants follow the application instructions provided above.

We are unable to accommodate unscheduled, drop-in inquiries. Please email for any questions.

We are unable to provide feedback or career coaching and instead refer people to the following [local resource](#) [URL embedded].

We appreciate your understanding and look forward to reviewing your application!