

JOB DESCRIPTION

Biosphere Interpretive Guide

Parry Sound, Ontario



Position Description: the Biosphere Interpretive Guide will be primarily responsible for developing and delivering weekly educational programs and public outreach pertaining to local ecology and the Georgian Bay Biosphere to a variety of audiences.

Program Responsibilities

1. Assist in the development and delivery of environmental education programs including Kids in the Biosphere, Explore Our Shores hikes, naturalist hikes, and community based events.
2. Design and facilitate weekly education programs and guided walks to local and seasonal audiences of various age groups on regional environmental topics.
3. Manage a table display at events, communicate effectively with event/program attendees, and present to a general audiences on various environmental topics.
4. Create and distribute promotional materials, including posters, website content, blog posts and social media.
5. Provide ongoing administration and office support, liaise on behalf of the GBBR, create event reports and recommendations, and carry out various research as needed.
6. Provide occasional field support for species at risk monitoring.
7. Other duties as assigned.

Qualifications

- University degree, college diploma or a combination of relevant experience in environmental studies and/or environmental education.
- Experience leading guided hikes and/or public presentations.
- Previous work experience in a public outreach, project management and environmental education.
- Strong knowledge of regional geography, flora and fauna.
- Computer literacy in Microsoft Office and social media applications. GIS an asset.
- Ability to demonstrate strong written and verbal communications skills.
- Excellent organization skills, leadership, problem solving and professionalism.
- Be highly motivated, independent, and able to travel. Must work well in a team environment.
- Be comfortable handling reptiles for educational purposes.
- Hold or be able to obtain a Police Record Check with the Vulnerable Sector Check.
- Valid driver's licence with regular access to a vehicle.
- First Aid/CPR/AED certified is an asset.
- Field survey or research experience is an asset.

Eligibility

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and refugee protection act for the duration of the employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Wages: \$16.00/hour

Duration: May 13th 2018 - August 30th, 2019

Hours: A normal week will be 40 hours. This position works with volunteers and will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: Work will be performed from the GBBR office (11 James St., Parry Sound) as well as from event locations across eastern Georgian Bay.

Application Deadline: 5:00 pm February 21st, 2019

To Apply: Please email [resume and cover letter as one PDF document](mailto:education@gbbr.ca) to Delaina Arnold at education@gbbr.ca. Only successful candidates will be contacted. This position is partially funded by the Government of Canada.