



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII

Position: Biosphere Bike Program Assistant

Location: Honey Harbour, Ontario

Start Date: May 2023

Wage: \$17.50-\$19.00/hour

The Biosphere Bike Program Assistant will be responsible for maintaining, and coordinating the bike rental program at the Georgian Bay Islands National Park (GBINP) in collaboration with the Georgian Bay Biosphere (GBB). The Intern will also conduct environmental education and outreach activities including table displays, nature interpretation, and other activities.

Responsibilities

- Lead visitor outreach and bike rentals at GBINP, including providing quality customer relations and weekly bike maintenance (training provided).
- Design, facilitate, and shadow education programs and guided walks to local and seasonal audiences of various age groups on regional environmental topics, mainly in partnership with Georgian Bay Island National Park.
- Manage a table display at events and markets, communicate effectively with event/program attendees, and present to general audiences on various environmental topics.
- Create and distribute communications and promotional materials, including posters, website content, blog posts, and social media.
- Provide ongoing administration and office support, liaise on behalf of the Biosphere, create event reports and recommendations, and carry out various research as needed.
- Assist GBINP staff in activities as assigned.
- Other duties as assigned.

Qualifications

- Work experience in customer service and communicating with individuals and groups of people.
- Experience with bike maintenance in a professional or personal capacity.
- Experience in public outreach and environmental education.

- Working 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 license with regular access to a vehicle.
- First Aid/CPR/AED certified 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.

Duration: Flexible start and end dates. Program runs throughout May to September.

Hours: Flexible hours. Typically 35 to 40 hours per week but other arrangements are possible. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: Work will primarily be conducted in Honey Harbour, Ontario at the Georgian Bay Islands National Park. Occasional work will be performed from the GBB office (125 William Street, Parry Sound) as well as from event locations across eastern Georgian Bay.

To Apply: Please email [resume and cover letter as one PDF document](mailto:ahoskins@gbbr.ca) to Aliena Hoskins (ahoskins@gbbr.ca). Only successful candidates will be contacted.

This position is partially funded by the Government of Canada.

GBB's hiring and standard employee policies and procedures recognize and uphold anti-racist, equitable, and inclusive processes. GBB welcomes and encourages applications from people with disabilities. If you would like to apply to a job, are scheduled for an interview, or have been offered a position within GBB and require accommodations and/or accessibility measures, please email to request.