



POSITION DESCRIPTION

POSITION TITLE: ASSISTANT, BIODIVERSITY PROGRAM

REPORTS TO: Executive Director **TENURE:** Specified Period Appt. (Student)
APPROVED BY: Dr. M. Jackson **DATE:** March 2, 2017

POSITION SUMMARY

Reporting to the Coordinator, the Assistant is responsible for the direct delivery of activities related to specific programs such as the nature school and in assisting with the various citizen science projects and events as directed by the Lagoon Society.

KEY DUTIES AND RESPONSIBILITIES:

- Assist with educational and cultural programs, events, and interpretive activities at the Iris Griffith Centre as nature school, citizen science projects (Salish Sea Project, BioBlitz weekend, community work parties (invasive species) and other community events such as May Day, World Ocean Day, AGM, etc)
- Ensures the IGC and surrounding grounds are in safe operational order and ready to receive the public
- Act as the host at the Iris Griffith Centre and welcome visiting tourists, school groups, and community members and assist with the daily operations
- Assist volunteers and the general public with activities related to the Native Plant and Nursery Landscaping Plan

TYPICAL ACTIVITIES INCLUDE (but not limited to the following):

- (i) Assist with educational and cultural programs, events, and interpretive activities at the Iris Griffith Centre, including weekly Lagoones Club nature programs for children, guided nature walks, educational workshops and special community events; this will include supervising children's activities such as building bat houses, creating art and nature projects, guided nature walks and learning about the native species and habitats. In commemoration of Canada's 150th birthday, the Lagoones program activities will be Canada Day themed throughout July
- (ii) Act as the host at the Iris Griffith Centre and welcome visiting tourists, school groups, and community members
- (iii) Assist with daily operations of the Centre and Nature Reserve including retail sales at the Iris Griffith Centre shops, general administrative tasks and website updates
- (iv) Participate in ongoing habitat enhancement and ecological monitoring activities in the Reserve
- (v) Assist at special community events, including the Sunshine Coast BioBlitz, Wood Duck and Wild Flower Festival
- (vi) Help cultivate and care for plants at both nursery locations; work with volunteers and members on the landscaping plan for the native plant garden at the Centre; create and distribute educational materials for the public about such topics as native plants,

invasive species, composting, wildlife gardening, water wise gardening and other environmentally sound gardening techniques; organize special events at the nurseries and native plant garden, including lectures, workshops and work parties; and Assist with retail sales of plants and products at both nurseries

QUALIFICATIONS

Education

- Completion of a minimum of first year post-secondary education in a related field of study preferred such as environmental science, marine sciences, biodiversity, education, tourism, etc.
- Secondary consideration will be given to high school graduates enrolled in post-secondary studies for the fall of 2017 in a related field of study as above.

Experience

- Experience providing service to the public
- Experience working with pre-teen age children considered an asset

Other Skills or Abilities

- Computer literate and comfort using Microsoft Office software
- Effective oral and written communication skills
- Ability to work collaboratively with members of a team and general public
- Ability to problem solve and to resolve conflicts

CONDITIONS OF EMPLOYMENT

- First Aid Certification
- Successful completion of RCMP criminal records check
- Valid driver's licence is desirable
- Must be available to work some weekends and evenings

WORKING CONDITIONS

- The incumbent will work in a variety of settings including the Iris Griffith Nature Interpretive Centre in the middle of a 24 acre wetland/woodland area to various sites in the community including some with boat access only.
- Will also be expected to work in sometimes noisy conditions i.e. nature school programs in and out of doors in a variety of weather conditions

PHYSICAL REQUIREMENTS

- Lifting and moving of monitoring supplies, event supplies (tents, coolers, signage, etc) and other related equipment.
- Moving of furniture such as setting up tables and chairs
- Kitchen activities such as cooking, lifting and cutting and clean up
- Cleaning activities such as sweeping, washing
- Gardening activities such as raking, shoveling or weeding