



POSITION DESCRIPTION

POSITION TITLE: COORDINATOR, 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 Executive Director, the Coordinator assists in the planning, organizing and coordinating the various educational, cultural and community events directed by the Lagoon Society; responsible for supervising, scheduling and delegating work activities to the summer assistants and also performs administrative and frontline duties related to the operations of the Iris Griffith Centre and general Lagoon Society activities.

KEY DUTIES AND RESPONSIBILITIES

- Assists in the planning, organizing and coordinating of resources, equipment and supplies to ensure smooth delivery of the educational and cultural programs, events, and interpretive activities at the Iris Griffith Centre and other locations.
- Prioritizes activities, delegates and schedule assistants to ensure activities are completed in an effective and efficient manner; verifies and coordinates the bi-weekly reporting of hours for payroll purposes
- Delivers frontline service, working side-by-side with staff and members of the public
- Ensures the IGC and surrounding grounds are open on time in safe operational order and ready to receive the public
- Calmly and proactively deescalates potential conflicts creating an inclusive, respectful and effective environment for staff and the public

TYPICAL ACTIVITIES INCLUDE (BUT NOT LIMITED TO THE FOLLOWING)

- (i) Help plan, organize and coordinate educational and cultural events such as nature school, citizen science projects (Salish Sea Project, community work parties (invasive species) and other community events such as May Day, World Ocean Day, AGM, public workshops and lectures to teach residents about how to conserve and enhance local biodiversity, etc.
- (ii) Work on the two community 'Biodiversity Parks' that we have created by leading public work parties to complete the removal of invasive plants, plant native plants and enhance wildlife habitat by installing bird boxes, bat boxes, amphibian logs, etc.
- (iii) Assist with organizing and carrying out the Sunshine Coast Biodiversity Strategy Action Plan; participate in Citizen Science projects, including the Pacific Salmon Foundation's Salish Sea Marine Project
- (iv) Help organize the Sunshine Coast BioBlitz - part contest, part festival, part educational event and part scientific enterprise, this special community event is a celebration of biodiversity that will bring together scientists, naturalists and community members of all ages to count as many species as they can over a 24-hour period. In commemoration

of Canada's 150th birthday, the goal this year will be to identify 150 species in 15 hours within a 15-mile radius of the BioBlitz site

- (v) Supervises a team of assistants to ensure fair and reasonable working schedule, workload and resolve staff concerns in a timely and positive manner

QUALIFICATIONS

Education

- Completion of second year post secondary studies from a recognized university in a related field of study such as environmental science, marine sciences, biodiversity, education, tourism, etc.

Experience

- Field experience utilizing accepted monitoring protocol in a research based environmental study or project
- Experience as a team leader would be considered an asset
- Experience providing service to the public

Other Skills or Abilities

- Computer literate and comfort using Microsoft Office software
- Effective oral and written communication skills
- Strong organizational and time management skills
- Ability to work collaboratively with team members and members of the 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