

Position Description

Organization Name: Bluenose Coastal Action Foundation

Position Title: Environmental Education Summer Coordinators (2 positions)

Project: Morton Centre Environmental Education Programs



Introduction

The Bluenose Coastal Action Foundation, in partnership with Acadia University, and with foundational funding from Michelin North America (Canada) Inc., provides environmental education programs for children and youth at Acadia's Morton Centre, a 99-acre property on Heckman's Island, Lunenburg County, NS.

Coastal Action administers and oversees the development and implementation of the environmental education programs at the Morton Centre. The team consists of Coastal Action's Executive Director, Program Advisor, a full-time Program Manager, two full-time Summer Coordinators, a full-time Summer Program Supporter, and other staff and volunteers as required.

Description of Programs

Starting in 2013, the Morton Centre Environmental Education Project has offered environmentally-themed school-based field programs, public day camps, and youth leadership training. All programs take place outdoors and are designed to provide participants with opportunities to enjoy experiential learning, science, discovery, and being active in nature. Programs typically include games, stories, creative projects, exploration, and physical activity, as well as hands-on learning related to the theme of the camp.

The aim for 2018 is to build on the success from the 2017 season. Some programs will be re-offered, and a couple of new programs will be added. For spring-summer 2018, the following suite of programs is proposed:

1. "Trailblazers": An after-school outdoor leadership program for students in grades 6-9;
2. "Minpins Forest Quest": A nature-immersion field trip for grade 2 classes;
3. "Environmental Leadership Training": A summer leadership opportunity for youth aged 14-18;
4. Four environmental-themed summer day camps for children ages 6-13;
5. Family Nature Events.

1. Trailblazers

2016 was our first year offering Trailblazers, an all-outdoors after-school program for students in grades 6-9. Several students from Bluenose Academy participated during spring and fall in 2016 and 2017. Leaders meet the group at the school at dismissal time, and then walk to a nearby wild area once a week for approximately 10 weeks. We play active, heart-pumping games, prepare and eat a nutritious snack, and spend structured and unstructured time playing and building skills in the forest. The program is offered free of charge and runs in all kinds of weather. There are several Trailblazers programs across the province now and all share the overall goals of connecting kids to nature, stimulating outdoor free play, and building outdoor leadership skills.

2. Minpins Forest Quest

This is an earth education program for grade two students. The Minpins Forest Quest is a nature-immersion field trip that includes pre-program preparations in the classroom, a one-day outdoor adventure, and a series of follow-up activities. The program is based on the story, "The Minpins" by Roald Dahl, about a little boy who discovers a city of tiny, friendly people who live in the forest near his house. Using this storyline, and a series of activities and lessons, the program aims to increase the students' appreciation of the natural world, and their understanding of the basics of a plant's life cycle.

3. Environmental Leadership Training

The Environmental Leadership Training has been a key part of our summer programming since 2016. This two-day program provides youth ages 14-18 with opportunities to explore the meaning of leadership in the context of our environment. The activities are experiential in nature, with many taking place outdoors, and provide many chances for participants to practice their leadership skills. Following this training, the leaders are required to volunteer during at least one of our summer day camps to further gain experience and confidence working in a leadership role.

4. Summer Day Camps

These environment-themed day camps are a fun-filled way to immerse children in the natural world from a young age. Each camp has its own unique theme and storyline with a focus on fun, adventure, and environmental learning. Become a modern day pirate in search of treasure or a wild wizard who makes potions and explores the natural world on Heckman's Island! Each day is structured to provide a good balance of active and passive outdoor activities that include games, drama, songs, stories, science, exploration, and physical activity related to the theme of the camp. In 2018, we aim to deliver four week-long day camps: two half-day camps for ages 6-8 (*TBD*) and two full-day camps for ages 9-13 (*TBD*).

5. Family Nature Events

These fun-filled events of songs, stories, nature-walks, and special characters will bring families to the Morton Centre to experience the magic of nature. In previous years, these events were held as Family Campfire Nights, but in 2017 we expanded on this to include new ideas like Coastal Bingo and Stargazing nights. We aim to deliver eight of these events in 2018.

Position Basics

1. Work hours: There are two full-time Summer Coordinator positions available, estimated at approximately 35 hours per week. Most work hours will fall between 8:00 am and 5:00 pm Monday – Friday; however, there will be some work that falls on evenings and the occasional weekend. There will be no overtime pay; however, if overtime hours are accrued, the equivalent time may be taken off in lieu.
2. Time frame: The position will begin as soon as possible following the end of the university winter term (late April 2018) and will last until late August 2018 (final date to be negotiated).
3. Location: The Morton Centre, Heckman's Island, Lunenburg County, NS.
4. Remuneration: \$15.00 per hour for a 35-hour work week, plus 4% vacation pay, paid bi-weekly.
5. Accountability: The Summer Coordinators will be employed by Bluenose Coastal Action Foundation and report to the Program Manager.

Position Description

The Summer Coordinators will assist the Program Manager in overseeing the implementation of all spring/summer 2018 programs. This will include assisting with overseeing all volunteer and paid leaders, liaising with parents/guardians and participants, managing risk and providing a safe program environment, and facilitating parts of the programs.

Specific job responsibilities include:

- Planning and implementing the summer day camps and family nature event programs
 - o Designing activities that meet the programs' objectives
 - o Responsible for the smooth operation of the program with safety as the prime consideration
 - o Ensures that the program runs on time, with quality in activities, teaching, and relationship building with participants

- o Takes on leadership and character roles during program delivery
- Supervises Summer Program Supporter and volunteers leaders
 - o Responsible for scheduling and supervising the Summer Program Supporter and program leaders
 - o Responsible for motivating and coaching program leaders
 - o Ensures that the program leaders know their roles and responsibilities
 - o Ensures the program leaders are ready for their assigned activities
 - o Monitors energy level of program leaders and provides supports when needed
 - o Monitors and records quality of leadership and program delivery for evaluative purposes
 - o Calls and facilitates leader meetings
 - o Provides program leaders feedback, support, and supervision to achieve their personal best
 - o Recognizes and appreciates leaders' efforts
- Managing risks and ensuring participant safety and inclusion
 - o Provides inclusion support for persons with a disability
- Assist with promoting summer day camp and family nature event programs
 - o Creating and distributing promotional documents (flyers, posters, provide Program Manager with content (pictures, stories) for social media posts)
 - o Visiting farmers' markets and other events to promote programs
- Assist Program Manager with parent/guardian communication
 - o Keeps track of registration and contact information
 - o Welcomes and orients parents and provides them with their expectations and responsibilities
 - o Communicates with parents/guardians during programs to answer questions and receive feedback
- Managing prop inventory
 - o Managing and collecting equipment and supplies for each program
 - o Ensures that props and equipment are in order at the end of each program day (cleaned, repaired, tidy, etc.)
 - o Reports to Program Manager regarding any additional equipment needs, repairs, etc. in a timely fashion
- Some administrative tasks

In addition to overseeing the implementation of the environmental programs listed above, the Summer Coordinators may be called upon occasionally to assist Coastal Action with other tasks related to their skills. Such tasks may include assistance with Coastal Action's educational programming, representing Coastal Action at festivals and events, and providing additional field assistance as required for various projects. All Coastal Action employees are expected to volunteer their time with representing the organization at community events.

As full-time Morton Centre Project employees, the Summer Coordinator will work independently at times, though most often in collaboration with the Summer Program Supporter and Program Manager.

Desired Qualifications

Coastal Action is seeking applicants who are energetic, motivated, and have a background in environmental education, recreation management, or other related disciplines. Successful applicants will be comfortable and competent to oversee all aspects of environmental education programs at the Morton Centre. The successful candidate will work well independently and as part of a team, and has the willingness and flexibility to work with a dynamic and emergent work schedule and responsibilities. They will have a passion and appreciation for nature, and a strong desire to share that with others.

Qualifications:

- Previous experience in a coordination/leadership role with implementing and managing recreational/educational programs for children and youth;
- Familiarity with environmental and/or earth education approaches;
- Experience in designing program curriculum, program planning, and evaluation;
- University education in recreation, education, or environmental studies/science (enrolled in or completed);
- Demonstrated skills in: group facilitation, risk management, time management, oral and written communication, organization, and paying attention to detail;
- Training in first aid: current certification in Standard First Aid + CPR Level A (or equivalent) by the start date of the contract;
- Screening through the Child Abuse Registry and a criminal records check (to be completed following offer of employment);
- A valid driver's license and access to a vehicle.

The following will be considered assets:

- Understanding of healthy child/youth development;
- Experience working with/providing inclusion support for persons with a disability;
- Customer service and effective communication skills in dealing with the public;
- Current National Lifeguard Service certification.

Application Deadline: Monday, January 29, 2018

For more information please contact:

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