

Position Description

Organization Name: Bluenose Coastal Action Foundation

Position Title: Environmental Education 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, full-time Program Manager, two full-time Coordinators, 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.

The aim for 2018-19 is to build on the success from the 2017-18 season. Some programs will be re-offered, and a couple of new programs will be added. For fall-winter 2018, the following suite of programs is proposed:

1. "Cycle Savers": A nature-immersion field trip for grade 4 classes;
2. "Trailblazers": An after-school outdoor leadership program for students in grades 6-8;
3. "Earth Adventure Days": A variety of nature-immersion field days held on school in-service days;
4. Family Nature Events.

1. Cycle Savers

Cycle Savers is an intriguing, hands-on, earth education program for elementary school classes based on a mystery code and club theme. It includes pre-trip class preparations, a one-day outdoor adventure, and a series of follow-up activities to be completed at school and at home. Students decipher the lost manual of the Cycle Savers Club, which launches them on an intriguing adventure to appreciate, understand, and respect the cycles of life through an action-packed day trip at the Morton Centre. They return home to complete the final code and discover how their household is affecting the environment and what they can do to make a difference. The program addresses grade four science curriculum outcomes.

Trained high school leaders do much of the leadership of the outdoor adventure with small groups. Each program day is led by a team of 8-10 high school leaders, overseen by the Program Coordinators. Student leaders attend 2 days of training (outside school time) and then lead the program with grade four classes on 2-3 school days.

2. Trailblazers

2016 was our first year offering Trailblazers, an all-outdoors after-school program for students in grades 6-8. Several students from Bluenose Academy participated during spring and fall in 2016-18. There are two groups (Tuesdays and Thursdays), and leaders meet each 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.

3. Earth Adventure Days

The Earth Adventure Days are part of a new program designed and led by Coastal Action. These are environmentally-themed 7-hour day programs held on school in-service days for children ages 6-8. Like our day camps, each Earth Adventure Day has a unique theme and storyline with a focus on fun, adventure, and environmental learning. The days are 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 program.

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 these events monthly during the fall and winter months.

Position Basics

1. Work hours: There are two full-time Education 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 work that occasionally requires early mornings, evenings, and weekends. *Exceptions apply, permitting availability of another person and discussion with Project Manager. Any time worked over 35 hrs/week will be eligible as time-off in lieu.*
2. Time frame: October 2018 – December 2018 (dates are negotiable & finalized upon offer of employment)
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 Education Coordinators will be employed by Bluenose Coastal Action Foundation and report to the Program Manager, Clare Kellock.

Position Description

The Summer Coordinators will work under the direction of the Program Manager, Clare Kellock, in overseeing the implementation of all fall/winter 2018-19 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 the programs.

Specific job responsibilities include:

- Planning and implementing the fall/winter program lineup
 - o Designing activities that meet the programs' objectives
 - o Responsible for the smooth operation of each program with safety as the prime consideration
 - o Ensures that the programs run on time, with quality activities, teaching, and relationship building with participants
 - o Takes on leadership and character roles during program delivery
- Supervise volunteer leaders
 - o Responsible for scheduling and supervising any volunteer 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 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 Education 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 Education Coordinators will work independently at times, though most often in collaboration with each other and the 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 candidates will work well independently and as part of a team and have 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;

Application Deadline: Friday, October 12, 2018

For more information please contact:

Clare Kellock, Program Manager

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