

Position Description

Organization Name: Bluenose Coastal Action Foundation

Position Title: Trailblazers Program Leader (1 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 Project Manager, full-time Coordinator, and other staff and volunteers as required.

Description of Program

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.

During this position, the Trailblazers Program Leader will be responsible for helping to prepare and lead the Trailblazers After-School Program.

In 2016, Coastal Action began offering Trailblazers at Bluenose Academy in Lunenburg, NS. Trailblazers is 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 8 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.

Position Basics

1. Work hours: There is one part-time Trailblazers Program Leader position available, estimated at approximately 8 hours per week. Most work hours will fall on Tuesdays and Thursdays, between 1:30pm and 6:00pm; however, there may be a few occasions where the Trailblazers Program Leader will need to work outside of those hours to plan and communicate with the Environmental Education Coordinator. *Exceptions may apply, permitting availability of another person and discussion with Project Manager. Any time worked over 8 hrs/week can be compensated, but must be approved by Project Manager in advance.*
2. Time frame: November 12 – December 21, 2018 (dates are negotiable & finalized upon offer of employment)
3. Location: Lunenburg, Nova Scotia
4. Remuneration: \$15.00 per hour for an 8-hour work week, plus 4% vacation pay, paid bi-weekly. This position is eligible for mileage.
5. Accountability: The Trailblazers Program Leader will be employed by Bluenose Coastal Action Foundation and report to the Project Manager, Clare Kellock.

Position Description

The Trailblazers Program Leader will work under the direction of the Environmental Education Coordinator, Lily Webber, and Project Manager, Clare Kellock, in overseeing the implementation of the fall 2018 Trailblazers session. This will include assisting with 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 2018 Trailblazers session
 - Develop and implement 2.5 hours/day of afterschool programming
 - Working with the Environmental Education Coordinator to design activities that meet the programs' objectives, develop an activity schedule, acquire materials and supplies, delegate leadership of each activity, and complete program evaluations
 - Responsible for the smooth operation of each program with safety as the prime consideration
 - Ensures that the programs run on time, with quality activities, teaching, and relationship building with participants
 - Takes on leadership role during program delivery
 - Purchase equipment, materials, and food within budget
- Managing risks and ensuring participant safety and inclusion
 - Provides inclusion support for persons with a disability
 - Ensures first aid kit, and necessary supplies are available
- Assist Environmental Education Coordinator and Project Manager with parent/guardian communication
 - Keeps track of registration and contact information
 - Welcomes and orients parents and provides them with their expectations and responsibilities
 - Communicates with parents/guardians during programs to answer questions and receive feedback
- Managing prop inventory
 - Managing and collecting equipment and supplies for each program
 - Ensures that props and equipment are in order at the end of each program day (cleaned, repaired, tidy, etc.)
 - Reports to Environmental Education Coordinator and Project Manager regarding any additional equipment needs, repairs, etc. in a timely fashion
- Some administrative tasks
 - Completes program evaluation and debrief
 - Keeps a record of program plans, what worked and what could be improved

As a part-time Coastal Action employee, the Trailblazers Program Leader will work independently at times, though most often in collaboration with the Environmental Education Coordinator.

Desired Qualifications

Coastal Action is seeking applicants who are energetic, motivated, and have a background in environmental/outdoor education, recreation management, or other related disciplines. Successful applicants will be comfortable and competent to oversee all aspects of the Trailblazers After-School Program in Lunenburg, NS. The successful candidate 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 outdoor and/or earth education approaches;
- Experience in 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;
- Previous experience leading another Trailblazers After-School Program in NS

For more information please contact:

Clare Kellock, Project Manager

Bluenose Coastal Action Foundation

37 Tannery Road

P.O. Box 730, Lunenburg, NS B0J 2C0

Phone: (902) 634-9977

Fax: (902) 634-9979

Email: clare@coastalaction.org