

# RIDEAU VALLEY CONSERVATION AUTHORITY

## JOB DESCRIPTION

Position Title: <b>Outdoor Education Interpreter – Casual On Call</b>	
Department: <b>Conservation Lands and Stewardship</b>	Supervisor's Position Title: <b>Baxter or Foley Mountain Conservation Area Supervisor</b>
Classification: <b>Band 1</b>	Date of Issue: <b>September 3, 2020</b>

### JOB SUMMARY

Assist the Baxter Conservation Area and/or Foley Mountain Conservation Area Supervisor with the planning, delivery and evaluation of outdoor/environmental education programs for schools, day camps and community groups (kindergarten to post-secondary studies).

### RESPONSIBILITIES

- Assist in planning and delivery of outdoor and environmental education programs for schools, day camps and community groups.
- Assist with preparation and maintenance of all program areas (i.e. program setup, clean-up of facilities, equipment, etc.)
- Assist in regular safety inspections of the site and buildings and report problems/hazards to supervisor. Ensure safety of visitors during programs.
- Assist in enforcement of all rules and regulations pertaining to the conservation areas and ensure adherence to safety guidelines.
- Assist in communications and delivering services to visitors such as answering questions about the park and programs, selling park passes, etc.
- Perform other duties as required.

### WORKING CONDITIONS AND PHYSICAL EFFORT

- Work takes place mainly outdoors in all types of weather for outdoor education programs. It is a physically active position.
- May be asked to work occasional evenings and weekends.
- Leading/teaching/interacting with students, teachers, campers, parents and volunteers while providing a positive atmosphere.

### MINIMUM QUALIFICATIONS

- Post-secondary diploma in environmental studies, natural science, outdoor recreation, or a related program.
- A strong knowledge of the natural world is considered an asset.
- Teacher's Certificate is an asset.
- Previous experience planning and delivering programs in an educational or recreational setting.
- Experience with the Forest School model as well as play-based learning, risky play, loose parts, inquiry-based learning, and a child centered learning environment.

- Demonstrated ability to convey information clearly and concisely, interpreting and presenting the information in a manner that is appropriate to the target audience.
- Experience working with volunteers, community groups and the general public.
- Strong verbal and written communication skills in English. French is an asset.
- Strong interpersonal skills and ability to network within the community.
- Valid Class G2 or better Drivers license and a clean driving record is mandatory;
- First Aid (Emergency Level) and CPR certification.
- Lifeguard training is considered an asset (i.e. NLS, Bronze Cross)
- Affirmative Vulnerable Sector Check.
- Proficient in computer applications, especially MS-Word and Excel;
- Strong commitment to championing protection of the natural environment and the safeguarding of land and water resources.

### **HEALTH AND SAFETY REQUIREMENTS**

To meet health and safety standards and regulations, the incumbent must be trained and/or evaluated in the following areas:

- First day orientation
- Annual orientation
- RVCA driver's test
- WHMIS Certification
- First aid and CPR, emergency level
- Current vulnerable sector check