

# ENVIRONMENTAL PROGRAMS ASSISTANT

Positions available: 2 seasonal

Position Length: up to 16 weeks (contingent on funding from Canada Summer Jobs)

Start date: staggered, with the earliest start date anticipated to be May 1, 2019

Hours of work: 30-35 hours per week on average

Schedule: Varied. Some weekend or evening work is required.

Wage rate per hour: \$14.00

## RESPONSIBILITIES

The Environmental Programs Assistant will assist Green Venture's staff to execute environmental education outreach programming in the summer with children and adults.

Working with the public in a courteous and friendly manner, the position will help promote sustainable living to children participating in school and summer camp programs at EcoHouse, as well as occasionally presenting to adults on similar topics.

Secondary tasks include assisting staff with the research, development and execution of Clean Air and Sustainable Transportation, Energy Conservation and Renewables Generation, Green Gardening, Climate Change, and Water Conservation programs.

This will also include developing EcoHouse indoor and outdoor demonstrations, and educational signage, assisting in communications by responding to phone and email inquiries related to programs and assisting in Green Venture programs' promotion at community events and presentations.

Other tasks as assigned.

Green Venture maintains an Internal Responsibility Program as part of Health and safety Program. All staff are active and engaged in assessing Health and Safety risks and seeking improvements.

## REPORTS TO

*Operations Manager*

## QUALIFICATIONS

Experience in supervising children in a summer camp setting

Ability and enthusiasm to communicate with many levels: adults, children

Creative ability to generate activities for a youth group

Motivated self-starter, capable of working with minimal direction

Intermediate computer skills in an office setting.

Knowledge of Windows 8.1 and higher Operating system.

Strong knowledge of MS Office Suite 2013 and above

Maintains valid First Aid certificate

Experience in various writing levels: public, media, children, academic

Maintains Driver's License Class G

Affinity for environmental issues, knowledge of same in Hamilton

Additional languages other than English are desirable.

### Student Eligibility

- Are between 15 and 30 years of age;
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

Level of Education recommended: Post-Secondary (Community College, CEGEP, Technical Institute, University)

Studies applicable to this position include students with an education background (B.Ed, ECE, EA) or those programs involving working with children. Environmental studies background would also be suitable because of the necessity of imparting environmental knowledge. Arts students, particularly those with theatre background are also a good fit.

Preference will be given to recent immigrant and/or refugee youth, Indigenous youth, youth from visible minorities, LGBTQ2 youth, and women in STEM.

Note that this position is contingent upon confirmation of funding through the Canada Summer Jobs program.

To apply for this position, please submit via email: [contact@greenventure.ca](mailto:contact@greenventure.ca). Please put "Summer Employment Application – Environmental Program Assistant" in the subject header.