

JOB DESCRIPTION

Biosphere Fieldwork and Outreach Assistant

Parry Sound, Ontario



Position Description: The Biosphere Fieldwork and Outreach Assistant will support the Species at Risk and Outreach & Education staff teams throughout the summer months. This position will provide supports for species at risk surveys, turtle care, data gathering, and reporting at field locations throughout the Biosphere region. As well, this position will aid in the creation and delivery of summer education and outreach activities to a variety of audiences.

Program Responsibilities

1. Conduct road and habitat surveys for a variety of species, mainly reptiles.
2. Conduct turtle nesting surveys including the collection and care of eggs for incubation.
3. Conduct Massasauga Rattlesnake gestation surveys.
4. Identify, capture, and collect morphometric and spatial data on turtles, lizards, and snakes (potentially including the venomous Massasauga Rattlesnake).
5. Record daily logs and manage data, including data input into Excel spreadsheets and other data management software.
6. Assist in the development and delivery of environmental education programs such as Kids in the Biosphere, Junior Naturalists, Biosphere Walks, and community-based events.
7. Support and promote Community Veggie Gardens and Community Pollinator Gardens across the region.
8. Manage a table display at events and markets, communicate effectively with event/program attendees, and present to general audiences on various environmental topics.
9. Create and distribute communications and promotional materials, including posters, website content, blog posts, and social media.
10. Provide ongoing administration and office support, liaise on behalf of the Biosphere, create event reports and recommendations, and carry out various research as needed.
11. Other duties as assigned.

Qualifications

- Enthusiasm and energy to learn and be an active and self-driven member of the Biosphere team.
- Comfort and expertise in public outreach, project management, and environmental education.
- Some knowledge of regional geography, flora, and fauna and a willingness and ability to learn.
- Computer literacy in Microsoft Office and social media applications.
- Ability and interest in spending time doing in-field work (biking, hiking)
- Excellent organization skills, leadership, problem solving, and professionalism.
- Be highly motivated, independent, and able to travel. Must work well in a team environment.

- Be comfortable handling reptiles for educational purposes.
- Hold or be able to obtain a Police Record Check with the Vulnerable Sector Check.
- Valid driver's licence with regular access to a vehicle is a definite asset.
- First Aid/CPR/AED certified is an asset.
- Field survey or research experience is an asset but training provided.

Eligibility

- Our ideal candidate is enrolled in High School.
- Be between 15 and 19 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and refugee protection act for the duration of the employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Wages: \$16.00/hour

Duration: end of June to end of August, 2021

Hours: A normal week will be 35 - 40 hours. This position works with volunteers and will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: Work will be performed from the GBB office (125 William Street, Parry Sound) as well as from event and field locations across eastern Georgian Bay.

Application Deadline: 5:00 pm April 30, 2021

Please note that this position is reliant on successful funding.

To Apply: Please email [resume and cover letter as one PDF document](#) to Delaina Arnold at education@gbbr.ca. Only successful candidates will be contacted.

This position is partially funded by the Government of Canada.