



45 School St., Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

Environmental Education Senior Field Technician – 4 to 5-month full-time

Coastal Action is a community-based charitable organization that addresses environmental concerns throughout the South Shore region of Nova Scotia, established in December 1993. On behalf of Coastal Action, we are looking for an enthusiastic team player to fill our Environmental Education Senior Field Technician role. Located in Mahone Bay and surrounding areas, this role is a 4-month full-time position beginning in April or early May 2024 and ending in August 2024, with the possibility to extend pending successful funding applications and fall project needs.

Reporting to the Environmental Education Team Lead, the Environmental Education Senior Field Technician is responsible for assisting and taking the lead on Coastal Action projects, when operationally required. The Senior Field Technicians will assist the Environmental Education Team Lead in overseeing the design, planning, and implementation of spring and summer programs. 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, physical activity, and hands-on learning related to the theme of the camp or program. The Environmental Education Senior Field Technician exhibits strong interpersonal and leadership skills by taking on a coordination role in program design and leadership; liaising with parents/guardians, participants, and schools; providing a safe program environment; research and report writing; and collaborating with other team members for developing programs; and contributing to the continued overall success of the Organization.

Your Opportunity:

- Plan and implement exciting experiential learning opportunities, including school activities, summer camps, and family nature programs.
- Be a leader who uses their influence to ensure that programs run safely, dynamically, and are inclusive to all participants.
- Deliver quality adventurous programs that immerse participants in the natural world.
- Motivate and coach junior field technicians and youth volunteers to reach their full potential.
- Using strong organizational skills, complete daily preparations: review of daily job tasks, management and inventory of field gear, checking weather, and preparing program documents.
- Following safety protocols, travel to and from field sites, with proper use and care for program gear.
- Using strong Excel skills, create and maintain project spreadsheets.
- Create reports demonstrating a clear representation of completed projects.
- Complete required work tasks while adhering to current industry standards and regulatory requirements.
- Oversee field programs with the Project Coordinator and/or Team Lead(s), where applicable.



45 School St., Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

- When required, and following company policies and procedures, communicate project, team, or safety-related items to the Team Lead.
- Be flexible and open to all tasks that promote, support, and facilitate all project activities associated with Coastal Action.

Your Experience(s) and Education:

- A minimum of one year of experience in a similar role.
- Experience in program leadership, program planning, and evaluation.
- Enrolled in or completed University/College education in a relevant field (e.g., recreation, education, science, or environmental studies).
- Current certification in Standard First Aid + CPR Level C (or equivalent) by the start date of the contract.
- Screening through the Child Abuse Registry and a criminal records check (to be completed following the offer of employment).
- A valid driver's license and access to a vehicle.
- Self-motivated, with the ability to work independently.
- Ability to perform and multi-task in challenging work environments and weather conditions.
- Strong organizational skills, attention to detail, and efficient time management.
- Previous environmental/non-profit experience is considered an asset.

Our Team Culture

The Environmental Education Team values collaboration, communication, trust, growth, and openness. It is important that we have a supportive team atmosphere, and to do so, all Environmental Education staff participate in community standards and team dynamic exercises; these activities allow us to create expectations for each other and ourselves to make for a great learning and working environment. They also allow us to learn more about each other and create avenues for open communication and feedback. We take pride in fostering a work environment that values and celebrates individual needs. We aim to provide flexibility and accommodation within reasonable boundaries.

How do we define success for your role?

As an enthusiastic Environmental Education Senior Field Technician, you enjoy working in a team environment and can take on a coordination role in designing and implementing recreational and educational programs for children, youth, and community members. You possess excellent organizational skills and effective communication skills in working with the public. Working outdoors, managing a busy program calendar, and tackling a diverse range of tasks all sound like fun challenges to you. You have a passion and appreciation for nature, and a strong desire to share that with others. You look forward to learning new skills and stepping into a leadership role with program staff and participants.



45 School St., Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

Coastal Action is a driven team dedicated to providing education, research, and environmental services to the South Shore region. If you have what it takes to join our team, we would like to hear from you.

Coastal Action is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing date: Monday, February 22nd, 2024

Resumes and accompanying cover letters identifying how you can contribute to Coastal Action's success as our Environmental Education Senior Field Technician can be sent to apply@coastalaction.org. Please include **"EE Sr. Field Tech Application – [Your Name]"** in the email subject line and attach your cover letter and resume as **one PDF document**.