

Job Description – Clean Leadership 2019 Program

Summary of the Program

The Clean Leadership program (formerly Nova Scotia Youth Conservation Corps or Youth Corps) was established in 1989 to provide Nova Scotian youth with training and employment opportunities in the environmental field. This program engages community partners across the province to hire students to carry out work in the summer months that fosters environmental stewardship. The Clean Leadership program provides Nova Scotian youth with green sector work experience, an enhanced appreciation of the environment and their community, and develops skills for life-long learning (including team-building and leadership skills, increased knowledge for future employment and/or education ventures, program evaluation techniques, and the ability to give back to their community and their environment.

Job Title - Events Coordinator and Executive Assistant

Wage - \$13.25/hr

Summary of Position

The community partner for this Summer Student Intern position through the Clean Leadership program will be the Back to the Sea Society, reporting to the Executive Director. In this position, you will be mainly responsible for coordinating, planning and executing portable touch tank events in the HRM area. This includes delivering interpretive programs and animal demonstrations to the general public, including children and adults. Back to the Sea is working on determining the permanent location of the future Back to the Sea Aquarium. You will be responsible for assisting the Executive Director in the tasks associated with this endeavour, including completing research and reviewing reports. The successful candidate needs to have knowledge of local intertidal and subtidal species and post-secondary education in sciences (biology, environmental, marine biology, oceanography), aquaculture, fisheries and oceans management, veterinary or related education. Previous experience leading programs for children, a valid driver's license and access to a vehicle are also required. Candidate must be comfortable handling live marine invertebrates, including shellfish.

Community Partner

The Back to the Sea Society is a non-profit, charitable organization dedicated to sparking curiosity for local marine life and inspiring a desire to protect our ocean. Our ultimate goal is to open a permanent, small-scale aquarium with a focus on local marine life. While the position is based in Dartmouth, Back to the Sea runs portable events across HRM. The local invertebrates are housed at the Bedford Institute of Oceanography. The position will require regular visits to this facility.

Duties and Responsibilities

Event Coordination

- Schedule and plan portable touch tank events in HRM, sometimes in partnership with other local environmental organizations
- Help recruit and train volunteers and orchestrate volunteer help for the various events
- Execute the set-up of events and oversee the volunteer help
- Deliver scientific interpretive programs for a wide range of audiences, including the general public, youth groups and persons with disabilities
- Provide necessary information and maintain a high level of guest satisfaction through energetic interactions
- Participate in the evaluation of group programs
- Track visitation
- Perform squid dissection demos
- Communicate animal handling protocols to guests ^[SEP]
- Maintain appearance of display tanks, information panels, props and materials ^[SEP]
- Assist with retail sales

Animal Care and Aquaristing

- Provide high quality animal care
- Work with the Executive Director to update and maintain animal care protocols
- Ensure volunteers know their roles and responsibilities with regards to animal care
- Maintain exhibits with live specimens (includes cleaning the tanks, monitoring water quality, ensuring adequate sediments, etc.)
- Stock and keep inventory of animal food and oversee feeding schedule of animals
- Maintain aquaristing equipment
- Assist with obtaining required animal release permit
- Manage risks and ensure participant safety
- Maintain Back to the Sea's holding tanks located at the Bedford Institute of Oceanography

Executive Assistance

- Assist with general administration tasks, including invoicing and responding to inquiries
- Help maintain social media accounts (Facebook, Instagram and Twitter) with engaging posts to promote events and other activities
- Assist Executive Director with a Request for Proposal process in order to determine the location of the Back to the Sea Aquarium. This may include helping with research (on the topics of aquarium structures, environmental best practices, green buildings, etc.), reviewing reports and attending occasional meetings.

Requirements/Qualifications

Must be a Canadian citizen or legally entitled to work in Canada;

- Must be between the ages of 15 and 30;
- Must be a full-time student and intending to return to school in fall 2019;

- Is not a member of immediate family of community partner;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Demonstrated interest in future employment in the environmental or 'green' sector is considered an asset;
- Minimum two years of education in sciences (biology, environmental science, marine biology, oceanography), aquaculture, fisheries and oceans management, veterinary or similar preferred;
- At least one season of interpreter/informal educator experience;
- Knowledge of local intertidal and subtidal marine life;
- Knowledge of marine animal care an asset;
- Excellent interpersonal communication skills;
- Creative, assertive, flexible and proactive in problem solving;
- A valid driver's license and access to a vehicle;
- Spoken French an asset;
- Standard First Aid training an asset.
- Will be required to complete a Vulnerability Sector Check

Working Conditions

This position requires standing for extended periods. Candidate must be comfortable handling live marine animals (including shellfish) and performing dissections on squid specimens. This position also involves having your hands in cold salt water on a daily basis. Must be available to work weekends and occasional evenings.

Physical Requirements

This position requires lifting moderate to heavy equipment, including containers of water.