



Volunteer French-Speaking Educator

The B.C. Wildlife Federation (BCWF) is the leading conservation organization in B.C. As a province-wide non-profit charitable association with over 43,000 members and more than 100 Member Clubs, our organization represents the interests of all British Columbians whose aims are to conserve and protect B.C.'s fish, wildlife and habitat for present and future generations.

We are currently searching for a volunteer French-Speaking Educator. **This position will primarily focus on facilitating Virtual Classroom Education, a program which focuses on children aged 6-17 (median age 11-13).**

The French-Speaking Educator will work closely with the Youth Programs Manager and Coordinator to deliver Virtual Classroom Education lessons.

DUTIES AND REPOSIBILITIES FOR THIS ROLE INCLUDE:

Program Development and Delivery

- Deliver educational lessons in French and English to schools virtually
- Research and develop outdoor and environmental learning activities for children.
- Other duties related to the Youth Program or other BCWF programs as required.

Outreach

- Aid in planning and executing additional educational children and youth outreach events.
- Support initiatives led by other agencies or co-led by BCWF that advance youth outdoor & conservation-related education in B.C.
- Research potential children and youth outreach events and partnerships.

Qualifications:

- Must be fluent in French and English.
- Must have previous experience working with children and youth.
- Must possess creative problem-solving skills.

- Must demonstrate initiative, leadership, and the ability to work on tasks with minimal supervision.
- Must complete a Provincial Criminal Record check for working with youth and vulnerable adults.
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, PowerPoint, and Adobe Acrobat.

Knowledge, Skills and Abilities:

- Strong personal alignment with BCWF's mission, goals, and values, (applicants are strongly encouraged to review our website for further details on these topics).
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor, and a positive attitude.
- Must be extremely well organized, analytical, flexible, and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working well independently as well as within a dynamic, multi-faceted team environment.
- Must be able to keep strict confidentiality and sign an oath of confidentiality.

Position Terms:

This casual, volunteer position is based at the BCWF office in Surrey, conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. **The position may offer some remote work.**

Compensation:

- This is a volunteer position; however, it may lead to employment opportunities in the summer
- The chosen applicant must be available for a minimum of 6 hours per month, Mondays-Fridays between 9:00 a.m. – 3:00 p.m.

Start Date: January 7, 2021

End Date: Indefinite (On-call volunteer position)

Additional Assets:

- Minimum Class 5 Driver's Licence (any higher class is considered an asset)
- Standard First Aid and CPR C or higher
- Class 4 Driver's Licence
- Intermediate knowledge or experience in outdoor education, recreation, summer camps, and ecology

APPLICATION DEADLINE: December 1, 2020

Please forward a **single** Word or PDF file that includes both a cover letter and a resume.

The cover letter should provide insight into your experience developing and delivering programs, working with youth and your aligned values of the BCWF. Please send to: youth@bcwf.bc.ca. Please put position title in the subject line of your email.

We kindly ask that applications be sent by email only—no fax or mail applications please—and we request that you do not phone. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the B.C. Wildlife Federation. For other career opportunities, please visit our website: <https://bcwf.bc.ca/>