

Youth Program Intern

Role Details

Department:	Education & Volunteer Engagement (Eve)	Start Date:	May 1, 2023
Reports to:	Director of Education & Volunteer Engagement Youth Program Coordinator (Direct Supervisor) Youth Program Administrative Facilitator	End Date:	September 1, 2023

About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) is British Columbia’s leading conservation organization. As a province-wide, member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

Job Overview – Youth Program Intern

The BCWF is accepting applications for **(1) Youth Programs Intern** for the 2023 summer camp season (May - August). The Youth Programs Intern will be tasked to lead, develop and supervise a variety of programs for either Wild Kidz or Go Wild camps under the BCWF’s Youth Programs. The BCWF’s Youth Programs’ mission is to provide safe, accessible and comprehensive conservation and environmental education to youth. Our team values inclusivity, respect, clear communication, transparency, accountability, education, and taking the extra step. If you believe in educating the next generation of conservationists as well as the values listed, we encourage you to apply and be part of our team.

Share your passion for the outdoors!

To support a workforce that reflects the diversity of our community, women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQAI2S+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply. *This position is funded by the Canada Summer Jobs Program.*

Qualified candidates may submit their resume and cover letter as a single PDF document via email quoting “YouthProgramIntern_FirstName_LastName” to: youth@bcwf.bc.ca

Applicants must apply by March 12th at 11:59 p.m. (PST).

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. The BCWF has several seasonal opportunities, and if your application is better suited to a role in a different department your resume may be forwarded. If you’d like to opt out of being considered for other roles, please indicate so in your cover letter.

For more information, you may contact:

Youth Program Intern

Elyssa Weickert (She/Her)
Youth Program Coordinator
B.C. Wildlife Federation
E: youth@bcwf.bc.ca
T: 604-882-9988 ext. 230

Core Responsibilities

Program Development

- Link programs to B.C. school curriculum
- Research and lead outreach events targeted at youth
- Review current conservation and outdoor education programs to make recommendations to improve reach and quality

Marketing and Communication

- Email stakeholder progress reports regarding programs (i.e. Wild Kidz and Go Wild)
- Develop information packages for parents, grantors, sponsors, and other stakeholders
- Meet with parents, sponsors and other stakeholders
- Assist in preparing social media posts (e.g. Facebook, Instagram, Twitter, etc.), advertisements, posters, blogs, and newsletters to highlight program and project successes
- Update content on Youth Program webpages
- Prepare email campaigns regarding programs and events

Administration

- Research and connect with guest speakers and contacts for Wild Kidz and Go Wild
- Organize travel logistics for staff, campers, and guests
- Manage online registration for camps, NASP and other workshops
- Track program expenses
- Clean and maintain program equipment
- Develop evaluation surveys for Wild Kidz and Go Wild campers
- Analyze measured outcomes from surveys and record results
- Track youth program engagement (i.e. camps, events, school programs, and workshops)
- Other duties related to the Youth Program or other BCWF programs as required, which includes but is not limited to grant writing, procurement of materials, design of outreach materials or learning modules, data collection, management, analysis, and/or fieldwork (e.g., invasive species maintenance, planting, collecting biological monitoring data)

Program Delivery

- *Wild Kidz and Go Wild*
 - Facilitate/attend Wild Kidz and Go Wild in-person day camps (July and August)
 - Purchase camp supplies
 - Learn and lead educational programs
 - Complete necessary camp administrative work

Youth Program Intern

- Correspond with parents
- *National Archery in the Schools Program*
 - Receive Basic Archery Instructor (BAI) certification
 - Assist with NASP related events activities
- *Events and School Programming*
 - Deliver educational programs in schools and events either in-person or virtually

Conservation Projects

- Research conservation projects to lead with kids and youth
- Plan and coordinate beginner conservation projects for Wild Kidz and Go Wild camps
- Plan and coordinate advanced conservation project(s) for Go Wild
- Track measurable impacts of finished conservation projects
- Develop supplemental educational programs linked to conservation projects

Fundraising

- Prepare program reports and measured outcomes for grantors and sponsors
- Seek out sponsorship opportunities and partners

Training and Mentoring

- Train summer staff, interns, volunteers, and contractors
- Supervise summer staff, Canadian Wildlife Federation interns and volunteers

Competencies and Skills

Requirements

- Must be 15 – 30 years of age (*Due to funding requirements*)
- Must be a Canadian citizen, permanent resident or person who has been conferred under the Immigration and Refugee Protection Act; have a valid Social Insurance number at the start of employment and be eligible to work in B.C.

Knowledge, Skills, and Abilities

Suitable Candidates...

- Must have a 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 a professional demeanor and a positive attitude
- Must be extremely well organized, 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

Youth Program Intern

- Must be willing to work evenings, weekends and extended hours, where necessary, to accommodate activities and events of the Federation
- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for program delivery (e.g. camping, hiking, etc.)
- Must be capable of lifting objects up to 40 pounds
- Must complete a Criminal Record check for working with youth and vulnerable adults

Education

- Enrollment in or completion of a post-secondary program in Arts, Sciences, Education, Business, Communications, Technology, or other relevant and equivalent work experience

Work Experience

- 1+ years experience working in general education or environmental education
- 1+ years experience working with not-for-profit organizations
- 1+ years experience working supervisory role

Experience

- Proficiency with Microsoft Office programs (e.g. Word, PowerPoint, Excel, OneDrive, etc.).
- Proficiency with social media platforms (e.g. Facebook, Instagram, Twitter, LinkedIn, etc.).
- Proficiency with remote work programs (e.g. Microsoft Teams, Microsoft SharePoint, Zoom, etc.).

Position Terms & Compensation

Position Terms:

This full-time(40 hours/week), temporary position is based at the B.C. Wildlife Federation office in Surrey, B.C. (101-9706 188th Street). At this time, most staff are working in a hybrid format, with both remote work and opportunities to work in the office. This position will require travel throughout the province leaving from the Surrey office, as noted above.

Compensation:

\$22/hour at 40 hours/week (note: some weeks may require more time than others – weekend work is occasionally required and averaging agreements are utilized).