

# Youth Education Intern

## Role Details

<b>Department:</b>	Education & Volunteer Engagement (EVE)	<b>Start Date:</b> <b>End Date:</b>	April 29, 2024 August 30, 2024
<b>Reports to:</b>	Director of Education & Volunteer Engagement Youth Education Coordinator (Direct Supervisor) Lead Educator Engagement Coordinator	<b>Compensation</b>	\$22.00/hr

## 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.

The BCWF is accepting applications for **(1) Youth Education Intern** for the 2024 summer camp season (May - August). The Youth Education 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 Education Programs. Our team's mission is to provide safe, accessible and comprehensive conservation and environmental education to youth across the province. We value 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!

The BCWF Youth Education team highly values diversity, and we strive to foster a team culture, which is equitable and inclusive. We believe that the environment belongs to everyone, and it is up to all of us to protect it. Whether you call it the outdoors, nature, or the environment – what makes the natural world beautiful and unique is that everyone values and cherishes it in their own unique way. The BCWF Youth Education team aims to create more equitable access for all youth to learn about, explore and protect the outdoors, regardless of race, income, gender identity, sexuality, or ability. We are always looking for new and diverse perspectives that will spark the passion of the next generation of caretakers.

*This position is funded by the Canada Summer Jobs Program.*

# Youth Education Intern

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## Position Purpose

The Youth Education Intern creates, reviews and implements educational programming for the B.C. Wildlife Federation's (BCWF) Youth Education Program and its corresponding programs. Programs include but are not limited to Wild Kidz, Go Wild, the National Archery in the Schools Program (NASP), Classroom Education programs, and outreach and volunteer events. The Youth Education Intern will work directly under the Youth Education Coordinator to plan and deliver all 2024 summer programs (Wild Kidz and Go Wild). Their duties will be flexible requiring in-person work and travel for several of the programs.

## Core Responsibilities

### Program Development

- Link programs to B.C. school curriculum
- Research and support delivery of conservation projects targeted at youth
- Review current conservation and outdoor education programs to make recommendations to improve reach and quality
- Support in developing new programs as needed

### Marketing and Communication

- Develop information packages for parents, grantors, sponsors, and other stakeholders
- Meet with parents, sponsors and other stakeholders
- Update content on Youth Program webpages
- Prepare email campaigns regarding programs and events

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## Core Responsibilities

### Administration

- Research and connect with guest speakers and contacts for Wild Kidz and Go Wild
- Organize travel logistics for staff, campers, and guests
- Help maintain 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 Education program or other BCWF programs as required, which includes but is not limited to grant writing, procurement of materials, supporting volunteer events, 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
  - Correspond with parents
- *National Archery in the Schools Program*
  - Receive Basic Archery Instructor (BAI) certification
  - Assist with NASP related events and activities
- *Events and School Programming*
  - Deliver educational programs at schools and events
  - Purchase program supplies as needed
- *Volunteer Events*
  - Assist with volunteer event planning and facilitation

### Conservation Projects

- Research conservation projects to lead with kids and youth
- Plan and coordinate beginner conservation projects for Wild Kidz and 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

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## Core Responsibilities

### Fundraising

- Seek out sponsorship opportunities and partners

### Training and Mentoring

- Support with the training summer staff, volunteers, and contractors
- Support in supervising summer staff, Canadian Wildlife Federation interns and volunteers

## Requirements, 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
- 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

## Requirements, Competencies and Skills

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### Work Experience

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

### 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.)

### How to Apply

#### Deadline for applications: March 3, 2024

To apply, please send a **single** PDF file combined cover letter and resume to [youth@bcwf.bc.ca](mailto:youth@bcwf.bc.ca).

For more information, you may contact:

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

We kindly ask that applications be sent by email only (no fax or mail applications please). 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 - [www.bcwf.bc.ca](http://www.bcwf.bc.ca)