

Youth Education Intern

Role Details

Department:	Education & Volunteer Engagement (EVE)	Start Date:	April 27, 2025
		End Date:	August 28, 2025
Reports to:	Director of Education & Volunteer Engagement Youth Education Coordinator (Direct Supervisor) Lead Educator	Compensation	\$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 fish and wildlife clubs, we represent 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 2026 summer season (May - August). The Youth Education Intern will support the facilitation, development, and administration of the *Wild Kidz/Go Wild* camps, the BC chapter of the *National Archery in the Schools Program (NASP)*, and outreach events.

Our camp programming increases learning opportunities for youth across BC towards sustainable food harvest, outdoor sports, and conservation-focused careers.

From **May to June**, the Youth Education Intern will work from the BCWF Surrey office, participating in occasional off-site events (40 hours/week). During **July and August**, the Intern will travel with the Youth Programs staff team to run five summer day camps and one overnight camp. Day camp weeks average 50 hours/week.

Our *Wild Kidz* day camps for ages 8-12 take place in communities across the province. Our *Go Wild* 7-day overnight camp for ages 13-17 takes place at Silver Lake Forest Centre in Peachland.

During camp weeks, the BCWF will provide camp lodging*, transportation, and meals. To support a workforce that reflects diversity, we encourage women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (2SLGBTQIA+), and persons with disabilities to apply. *A combination of tent camping and cabins.

This position is funded by the Canada Summer Jobs Program.

Position Purpose

Youth Education Intern

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 and will be required to perform in-person work and travel for several programs.

Core Responsibilities

Program Development

- Link camp programs to B.C. school curriculum.
- Research and support the delivery of camp 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 program webpages.
- Prepare email campaigns regarding programs and events.

Administration

- Research and connect with guest speakers and instructors for *Wild Kidz* and *Go Wild*.
- Organize travel logistics for staff, campers, and guests.
- Help maintain online registration for camps, archery certification courses, etc.
- Track program expenses.
- Clean and maintain program equipment.
- Develop evaluation surveys for *Wild Kidz* and *Go Wild*.
- Analyze measured outcomes from surveys and record results.
- Track 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 include but are 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).

Youth Education Intern

Core Responsibilities

Program Delivery

- *Wild Kidz and Go Wild*
 - Facilitate day camps (July – August, with several weeks off in between).
 - July 6th – July 11th – Mountain View Acres (Port Alberni)
 - July 13th – July 17th – Kelowna and District Fish and Game Club (Kelowna)
 - July 27th – July 31st – Nanaimo Fish and Game Protective Association (Nanaimo)
 - August 17th – August 21st – Creston Valley Rod and Gun Club (Creston)
 - August 24th – August 28th – Nicomekl Enhancement Society (Langley)
 - Facilitate overnight camp
 - August 9th – August 15th – Silver Lake Forest Centre (Peachland)
 - Purchase camp supplies.
 - Learn and lead educational programs.
 - Support camp conservation projects.
 - Support Range Officers' instruction of camp Range Day events:
 - Manage youth behaviours while they participate in archery and firearms activities.
 - Encourage youth to try new disciplines.
 - Please Note: All range day activities are supervised and led by trained Range Safety Officers. The focus of Camp Leaders is to ensure campers are attentive and adhere to all range rules. Camp Leaders are not responsible for instructing firearms activities.
 - Complete necessary camp administrative work.
 - Communicate with parents.
- *National Archery in the Schools Program (NASP)*
 - Receive Basic Archery Instructor (BAI) certification.
 - Lead and assist with archery and other NASP-related events and activities.

Fundraising

- Seek out sponsorship opportunities and partners.

Training and Mentoring

- Support with the training volunteers.

Youth Education Intern

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 demeanour 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.
- Valid Class 5 or N driver's license and/or access to a vehicle is considered an asset

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 of experience working in general education or environmental education.
- 1+ years of experience working with youth.
- 1+ years of experience working with not-for-profit organizations is an asset.
- 1+ years of experience working in a 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.).

Youth Education Intern

How to Apply

Deadline for applications: March 16, 2026

To apply, please send a **single** PDF file combined cover letter and resume to jobs@bcwf.bc.ca

For more information, you may contact:

Arielle Garsson (She/Her)

Youth Education Coordinator

B.C. Wildlife Federation

E: 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 volume of applications we receive, only applicants 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