



1216 North Park Street, Victoria, BC V8T 1C9 Canada
(250) 386-WORM (9676) FAX (250) 386-9678
E-mail: info@compost.bc.ca
Website: www.compost.bc.ca
Registered Charity No. 89670 2289 RR0001

The Compost Education Centre is Hiring a Summer Education Assistant!

The Compost Education Centre (CEC) is a charitable, not-for-profit organization that provides composting, organic gardening, and conservation education to residents of the Capital Regional District. Visit our website at <https://www.compost.bc.ca/>, [Facebook](#) and [Instagram](#) channels for more information about the CEC.

The Summer Education Assistant (SEA) reports to the Executive Director and works closely with the Child and Youth Education Manager. The SEA supports the CEC's education programs offered on-site and in schools. The SEA will have opportunities to empower learners in ecological stewardship through learning how to compost, grow their own food, and care for local ecosystems while gaining valuable skills in delivering environmental education relating to sustainability, conservation, and protection.

All work will be conducted with adherence to current best COVID-19 safety practices.

Job Title: Summer Education Assistant

Duration: 8 weeks beginning mid-June

Work Week: Wednesday to Saturday, 9am – 4:30pm with a half hour paid lunch break (7.5 paid hours per day).

Wage: \$21.39 per hour, 30 hours per week

Positions are contingent on Federal funding from Canada Summer Jobs. Start dates and contract durations may vary from what is listed in this posting.

Duties include:

Program delivery and support (40%)

- Support engaging delivery of workshops, summer camps site tours, and other demonstrations;
- Travel to and from schools, daycares, and sites to provide workshops; and
- Preparation, set up, and take down workshops on- and off site.

Program development (40%)

- Support the development of education programs and educational materials for children and youth;
- Review workshops and ensure they are engaging and age-appropriate; and
- Create new hands-on and age-appropriate ecological programming.

Office assistance (20%)

- Respond in friendly and timely ways to public inquires (calls, emails, and social media);
- Sell seeds, composters, and other sustainability supplies;
- Assist with the successful promotion of programs via social media and direct email; and
- Assist with other ongoing programs and priorities as required.



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Requirements

- A Class 5 Drivers License;
- Willingness to obtain a Standard First Aid and CPR-C certificate by start of contract;
- Willingness to obtain a Criminal Record Check with vulnerable sector search by start of contract; and
- Experience working with children and youth

Desired

- Familiarity with the work, mission and mandate of the Compost Education Centre;
- Demonstrated knowledge/enthusiasm of composting, waste reduction, ecological conservation, decolonizing food and agricultural systems, and/or soil health;
- Demonstrated experience as an educator including creating engaging and age-appropriate lesson plans for children;
- Ability to communicate well verbally and in writing; and
- Proficiency using online software such as Canva, Google Suite and Social Media.

Accessibility

- Ability work both outdoor and indoor as well as speak publicly;
- Ability to lift workshop supplies (30lbs) short distances (accommodations possible, please inquire); and
- Ability to work at a desk for several hours at a time (accommodations possible, please inquire).

Canada Summer Job Requirements

The position is funded by Canada Summer Jobs. Therefore, the individual must also meet the Canada Summer Jobs criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please email your Cover Letter, Resume, and the names & contact info for three references AS ONE PDF document with the file saved with the naming format “firstname_lastname_application” with an email subject line “Summer Education Assistant - LastName”, addressed to Elora Adamson, Education Manager at education@compost.bc.ca by March 31, 2023. Please ensure that your application explicitly addresses all skills and criteria listed above as well as why you are interested in working with us here at the CEC.

We are grateful to all of those who take the time to apply, however, only candidates selected for an interview will be contacted.



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