



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 compost.bc.ca, [Facebook](#) and [Instagram](#) for more information about the CEC.

Job Title: Summer Education Assistant

Start Date: June 1, 2024

Duration: 12 weeks

Work Week: Wednesday to Saturday from 9am to 4:30pm with a half hour paid lunch break (7.5 paid hours per day; 30 hours per week; 60 hours per pay period) with some evening and weekend work required

Wage: \$22 per hour plus 6% vacation pay

Applications due: 11:59pm Friday, April 19, 2024

Job Description: The Summer Education Assistant (SEA) reports to 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.

This position is contingent on Federal funding from Canada Summer Jobs. The start dates and contract duration may vary from what is listed in this posting.

Responsibilities:

Program Delivery and Support (60%)

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

Office Assistance and Communications (30%)

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

Program Development and Maintenance (10%)

- Support the development of education programs and educational materials for children and youth.
- Support the upkeep, maintenance, and restocking of materials.



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Minimum Requirements

- Demonstrated knowledge of and enthusiasm for composting, waste reduction, ecological conservation, decolonizing food and agricultural systems, and soil health.
- Driver's license and clean driver's abstract.
- Access to a vehicle for work use OR eligibility to join the CEC's Modo Carshare Membership:
 - Be 19+ years of age or, if younger than 19, join as a Green Member.
 - Have an N licence or better or the equivalent from another jurisdiction (non-BC licences are welcome) (i.e. you have to be allowed to drive alone in the car).
 - Have had no licence suspensions or prohibitions within the past two years
 - Have not received six or more driver penalty points (or equivalent demerit points) in the past two years
 - Have not been charged with, or convicted of, any Major Traffic Violation
- Ability to work evenings and weekends.
- 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.
- Experience working with children and youth.
- Ability to work both outdoors and indoors.
- Ability to speak publicly.

Desired

- Familiarity with the work, mission, and mandate of the Compost Education Centre.
- Experience facilitating summer camps and as an environmental educator.
- Ability to communicate well verbally and in writing.
- Demonstrated proficiency in MS Word, Excel, SharePoint, and Outlook.
- Demonstrated proficiency in Canva and social media.
- Ability to lift workshop supplies (30lbs) short distances
- Ability to work at a desk for several hours at a time.

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.

Application Process



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Please email a cover letter, resume, and contact information for three references as one single PDF document to Claire at info@compost.bc.ca using the file name format "Summer Education Assistant – Last Name" with the email subject "Summer Education Assistant – Last Name." Please ensure that your application explicitly addresses all skills and requirements listed above as well as why you are interested in working with us here at the CEC.

The CEC is interested in maintaining open communication with all applicants. If you have specific needs during the application process, please contact Claire at info@compost.bc.ca so that we can identify the practical and effective accommodations to ensure a fair, respectful, and supportive experience for every applicant.

Our hiring timeline is as follows:

- April 19 Posting closes
- April 24 All candidates contacted. Shortlist of candidates contacted to schedule interviews.
- April 24 to May 8 Interviews
- May 10 Verbal offer made
- June 1 Anticipated start date



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