

GREENUP WATER DEPARTMENT

COORDINATOR, WATER EDUCATION PROGRAMS

Term: 30-37.5 hours/week, 3 year contract; 3 month probationary period; primarily Monday through Friday, but may require some evening and weekend work

Compensation: \$18.50/hr - benefits are available following the probationary period

Desired Start Date: March 21st, 2018, or as early as possible

Reporting To: The Water Education Programs Coordinator is an employee of GreenUP, reporting to the Water Programs Manager

Project Background:

This position includes the coordination of the Peterborough Children's Water Festival (PCWF), and coordination of the Wonders of Water (WOW) Education Program.

PCWF

The Peterborough Children's Water Festival (PCWF) is a community event that provides students with the opportunity to discover the importance and diversity of water. The PCWF works in partnership with educators, water quality and quantity specialists, community volunteers, conservation groups, industry and government to create a festival full of hand-on activities that are educational and fun for children in grades 2 to 5. The PCWF is an outdoor event held each spring.

WOW

The Wonders of Water (WOW) Education Program brings the core messages and magic of the Peterborough Children's Water Festival into classrooms throughout Peterborough region. With funding from the Ontario Trillium Foundation, this three year WOW program expansion includes facilitated in-class workshops for students JK through grade 8, support for the implementation of student-driven conservation efforts at school and home, education bins that can be loaned to support water education in all community settings, and opportunities for youth leadership.

Key Responsibilities:

- **Project Coordination:** Lead the coordination of the PCWF and the Wonders of Water Program, in conjunction with GreenUP's Water Program Manager and other key partners.
- **Planning and Development:** Develop a detailed work program that is consistent with our funding commitments, and supports the needs of both key projects. This includes the development of related curriculum and programming modules, as well as PCWF water education activities and in-school retrofit programs.
- **Partner Relations:** Support strong and effective relations with existing partners, funders, and educators. Work to build new relationships that support the implementation of both projects.
- **Project Implementation:** Work with the WOW educator to directly implement the program in both school and community settings.
- **Program Evaluation & Reporting:** Support the project evaluator in the development of a robust WOW evaluation plan for the WOW program; lead the implementation of that plan and support all required reporting.

Review and implement PCWF evaluation program.

- **Fund Development:** In partnership with the GreenUP's Water Program Manager and PCWF Steering Committee, support the development of fundraising planning efforts and the direct solicitation of support for the PCWF.
- **Material & Resource Development:** In collaboration with GreenUP's Marketing and Communications Specialist, identify and support the development of presentation, display, marketing, and resource materials needed for programming and promotion.
- **Staff Support:** Work with the WOW Educator to develop and sustain a collaborative and thoughtful approach to program design, implementation, and evaluation.

Qualifications:

- Post-secondary degree in related field and/or minimum 2-years experience in related field, ideally in a not-for-profit organization.
- Experience working with and inspiring children, young adults and volunteers.
- Familiarity with the Ontario Elementary Curriculum considered an asset.
- Strong organizational, scheduling, and event planning skills.
- Experience planning, implementing, and evaluating complex community-based projects.
- Knowledge and interest in water conservation and protection.
- Experience in program development, fundraising, proposal writing.
- Current police reference check including vulnerable sector.
- Valid driver's license an asset.
- Excellent communications skills (both verbal and written).
- Be reliable, organized, and punctual.

How to Apply:

Please submit a cover letter and resume, as a single PDF, to heather.ray@greenup.on.ca with the following subject line: "Water Education Coordinator Application".

Submission Deadline: Wednesday March 14th, 2018 by 7:00 p.m.

We thank all candidates for applying; only candidates selected for an interview will be contacted.

GreenUP invites applications from anyone who feels they meet the qualifications of this posting. GreenUP is committed to employment equity and diversity in the workplace and welcomes applications from People of Colour, Indigenous People, and other visible minorities; persons with disabilities and who are differently abled; and, persons of any sexual orientation or gender identity.