

GREENUP ECOLOGY PARK

ENVIRONMENTAL EDUCATION & LANDSCAPE SUPPORT STAFF

SUMMER CONTRACT

Position Details: Multiple staff will be hired for this position. The length of the contract and the number of hours per week may vary position to position.

Position Requirements: Candidates must be Canadian citizens, between the ages of 15 and 30.

Term: 4-6 month contract (May - August 2018, a continuation of part-time hours are possible in the fall); 22.5 to 37.5 hours per week, weekend work required.

Compensation: \$15.00/hr

Desired Start Date: May 1, 2019

Reporting To: the GreenUP Ecology Park Manager

Position Background:

The Environmental Education and Landscape Support Staff positions will directly support the site management of GreenUP Ecology Park during the 2019 season. GreenUP Ecology Park is an ecologically significant urban sanctuary that is home to beautiful demonstration gardens, a native plant and tree nursery, an urban honeybee yard, and diverse teaching ecosystems.

This environment provides a rich learning and working environment, and our Support Staff will take a leadership role in stewarding the plants and landscapes within this space.

While working at the Park, the Staff will also support the summer camp and community education programs that take place during July and August.

Key Responsibilities:

- **Environmental Education:** Work alongside GreenUP's Environmental Education Coordinator to support the Ecology Park Earth Adventures Camp during the months of July and August, as well as some of GreenUP's community education programming. Experience working with children in a camp setting is an asset.
- **Plant and Tree Care:** Manage the ongoing care of the native plant and tree stock in the nursery. Some knowledge of native species management, planting best practices, and ongoing maintenance is an asset.
- **Park Maintenance:** Support the Ecology Park staff team in the ongoing maintenance of the site. This includes: grass cutting, garden and forest maintenance, invasive species removal, garbage and recycling collection, mulching, and other seasonal activities, as required.
- **Customer Service:** Provide knowledgeable and courteous customer support, offering resources and relevant advice where possible.
- **Cash Handling:** Ensure responsible management of daily cash flows, intakes, and record keeping.
- **Volunteer Coordination:** Support the coordination and supervision of volunteers at GreenUP Ecology Park.
- **Partner & Visitor Relations:** Support strong and effective relations with project partners, visitors, and funders

Qualifications:

- Experience working in a camp setting and/or supporting children's education programs
- Some understanding of local ecology and horticulture
- Basic accounting skills and/or cash-handling experience
- Experience working with volunteers and in a team environment
- Some familiarity and knowledge of local species, landscaping and gardening best-practice, garden maintenance, xeriscaping, and landscape design
- Ability to work well under pressure
- Ability to work in a variety of seasonal weather conditions for an extended period of time
- Good range of physical motion, including rigorous physical work and heavy lifting
- Strong organizational, scheduling, and planning skills
- Excellent communications skills (both verbal and written)
- Be reliable, organized, and punctual
- Current police reference check

How to Apply:

Please submit a cover letter and resume, as a single PDF, to vern.bastable@greenup.on.ca with the following subject line: "Environmental Education and Landscape Support Staff".

Submission Deadline: Monday March 18th by 5:00 p.m.

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

To perform the essential functions of this role, the Support Staff will be required to complete physically demanding tasks, including: lifting, shoveling, bending, kneeling, pulling, and carrying. The Support Staff should be able to lift a minimum of 50lbs. 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.

Successful candidates may be required to provide some of their own safety equipment, including CSA steel-toed boots.