

GREENUP WATER PROGRAMS

EDUCATION AND OUTREACH COORDINATOR

Term: 10-month contract (March-December, 2019); 37.5 hours per week, evenings and weekends may be required occasionally

Compensation: \$18.00/hr

Desired Start Date: March 4, 2019 (open to negotiation)

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

Project Background:

This position involves the coordination of education and outreach events for the SUN program, along with education support toward the WOW program. The SUN Education and Outreach Coordinator will be working alongside the Water Programs Coordinator and SUN Coordinator.

Sustainable Urban Neighbourhoods (SUN)

The SUN program is a three-year initiative funded by the Ontario Trillium Foundation and facilitated by GreenUP. SUN is modeled on, and delivered in association with Toronto and Region Conservation Authority's Sustainable Neighbourhood Action Retrofit Plan (SNAP) program. Between 2017 and 2019, SUN is working in the East City–Curtis Creek and Kawartha Heights neighbourhoods to build more sustainable communities.

The SUN approach combines planning and planting:

- **Planning:** SUN collaborates with local residents, the City of Peterborough, and other partners to identify neighbourhood needs and priorities. The goal of the program is to create neighbourhood documents (called Neighbourhood Action Plans) that will guide sustainable actions within the neighbourhood for years to come.
- **Planting:** In addition to neighbourhood planning, SUN helps install gardens and trees based on the priorities identified by neighbourhood residents and partners. Current planting opportunities include pollinator gardens, food gardens, rain gardens, planting trees, and naturalization (planting native species).

Wonders of Water (WOW)

WOW is a three-year initiative funded by the Ontario Trillium Foundation, in partnership with the Peterborough Children's Water Festival. WOW is a water education program dedicated to sharing the fun and importance of water into local classrooms and homes.

There are four components of the program:

- Facilitated classroom programs that include two curriculum linked visits, an engaging activity booklet

- that uses math and literacy to extend learning, and a take home conservation kit for each student;
- Community bins that can be used at home or with youth groups, each bin is themed and includes activities and games inspired by the Peterborough Children's Water Festival;
- WOW can work with three (3) schools, and student leaders, to create and implement a School Retrofit Action Plan, serving as a critical opportunity for student to apply their learnings and work collaboratively to create measurable change within their school, and;
- Peer-to-peer teaching and leadership opportunities, including 1) opportunities for retrofit student leaders to share what they are learning with other students within the school 2) Connecting WOW and school retrofit student leaders to the Peterborough Children's Water Festival through the development and implementation of an activity centre.

Key Responsibilities:

- **Project Coordination:** Support the coordination of the SUN program, in conjunction with the Water Programs Manager, and other key staff. Lead the coordination of SUN educational and outreach events, including promotion, logistical organization, public speaking, and workshop facilitation. Support the coordination of WOW educational programs.
- **Planning and Development:** Develop a detailed work plan for educational and outreach events that supports the needs of the program, that is consistent with funding commitments, and that aligns with the overall needs of the program and neighbourhoods.
- **Delivery of Education:** Support and facilitate the delivery of community wide, and in-class elementary grade educational programs.
- **Material & Resource Development:** In collaboration with GreenUP's Marketing and Communications Specialist, identify and support the development of display, marketing, and resource materials need for education and outreach events.
- **Project Budgeting, Evaluation and Reporting:** Support maintenance of balanced project budgets. Support development of project reporting and evaluation.
- **Partner Relations:** Support strong and effective relations with project partners, landowners, and residents.
- **Volunteer/Participant Coordination:** Lead coordination of volunteer and event participants, including recruitment, communications, and training.

Qualifications:

- Post-secondary degree or diploma in related field and/or minimum 2-years experience in related field
- Experience working with volunteers and community-led projects
- Experience delivering community or classroom based education an asset.
- Familiarity and knowledge of sustainability, local environmental issues, water, planning, local species, landscaping (such as xeriscaping and green infrastructure), and local food an asset.
- Strong organizational, scheduling, and event planning skills
- Excellent communications skills (both verbal and written)
- Be reliable, organized, and punctual
- Current police reference check
- Valid driver's license an asset



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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: "SUN Education and Outreach Coordinator".

Submission Deadline: Sunday, February 24th, 2019 by 11:59 p.m.

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

GreenUP invites applications from all qualified individuals. To perform the essential functions of this role, the Coordinator will be required to complete physically demanding tasks, including: lifting, shoveling, bending, kneeling, pulling, and carrying. The Coordinator should be able to lift a minimum of 40lbs. 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.