

Oakville Parent-Child Centre Outdoor Education Program Assistant

Summer Position

30 hours/week, Monday to Friday

Creation date: 03/30/2022
Accountable to: Outdoor Education Specialist

ROLE OF THE OUTDOOR EDUCATION PROGRAM ASSISTANT

As an Outdoor Education Program Assistant, you are interested in contributing to the well-being of children and families by providing creative and engaging outdoor learning experiences. Your enthusiasm for being outdoors, interest in the natural world and love of teaching and learning allows you to help create fun, welcoming, and innovative outdoor experiences for children and families.

Job Description/Responsibilities:

- Assist the Outdoor Education Specialist with the creation and facilitation of outdoor programs for EarlyON and licensed childcare programs, as well as our recreational nature camp program
- Support and develop nature-based learning opportunities for children and families including virtual, self-guided and in-person formats
- Support an environment that protects the health, security and well-being of children
- Create an atmosphere which builds upon individual learning styles, interests, and celebrates the cultural and ethnic diversity of the children and their families
- Communicate any concerns, issues, or updates regarding children and programs to supervisor
- Participate in Community and Special Events which support the membership and promote the work of OPCC
- Perform other duties as assigned by the supervisor

Qualifications and Skills:

- Experience working with children 18 months to 6 years
- Experience or demonstrated interest in working in an outdoor environment in all weather
- Knowledge of local natural history an asset
- Computer literate with working knowledge of Zoom, word, email, publisher etc.
- Excellent written and verbal communication skills
- Ability to interact professionally with others
- Approachable, flexible and able to develop excellent relationships with children and families
- Creative, organized and self-starter
- Works well in a team environment and works well independently
- Must have a reliable means of transportation

- Current (within 6 months), criminal reference check with vulnerable sector screening (if over the age of 18 years old)
- Valid certificate in Standard First Aid including Infant & Child CPR
- Must be between the ages of 15 and 30 years of age (inclusive) at the start of employment and legally entitled to work in Canada
- In order to help make our outdoor programs accessible to the broadest audience, candidates who bring underrepresented perspectives to the role, such as Indigenous youth, Canadian newcomer youth and youth from other minority groups are strongly encouraged to apply