



BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT 5 - STEWARDSHIP PROGRAMMER

SCOPE

Join our dynamic Urban Forest Stewardship team! Help us connect with the community to increase awareness and care for Surrey's natural areas and shade trees. We are looking for an innovative and collaborative individual to be our next Stewardship Programmer. Share your passion for nature as you plan and oversee volunteer programs, special events and environmental stewardship projects for the public and diverse community groups. This auxiliary position is based on a predicted 28-hour work week (primarily Tuesday to Friday, with frequent weekends and some evenings).

RESPONSIBILITIES

As a Stewardship Programmer, you will:

- Plan, implement, deliver, promote and evaluate a wide range of park programs and events including invasive plant removal, tree planting, street tree care, special events, volunteer programs, community/neighbourhood stewardship initiatives and various nature education programs
- Supervise and schedule junior staff
- Recruit, train and schedule volunteers
- Plan staff and volunteer training
- Research and develop new program ideas
- Develop and distribute educational and promotional materials
- Carry out various administrative duties, and perform other duties as required

QUALIFICATIONS

- Completion of grade 12 supplemented by a degree/diploma in a related field from a recognized post-secondary institution, plus 2 years progressively responsible experience (including supervision) in environmental stewardship and/or education
- Effective communication, planning and organizational skills
- Demonstrated strong leadership ability
- Strong interpersonal and public relations skills
- Ability to establish and maintain effective working relationships with program participants, volunteers, staff and the public
- Knowledge of common native and invasive plants in Surrey
- Physical co-ordination and stamina necessary to carry out the duties of the position
- Current Occupational Level 1 First Aid certificate or acceptable equivalent
- Valid class 5 BC driver's license with a safe driving history

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