

Helen Schuler Nature Centre Volunteer Program

Mission: *To support and inspire closer relationships between people and the natural world around us. Our team of volunteers, staff, and partners work together to foster environmental awareness and leadership.*

Vision: *Together with nature! Our community values and cares for our local environment.*

Role Title: Program Assistant

Purpose: Program Assistants work closely with Nature Centre staff to deliver compelling, interactive, and memorable programs. Supporting the mission and vision, the Program Assistant represents the Nature Centre in the community by helping Program Leaders in such programs as: Big Bird Little Bird, Junior Naturalists/Trail Blazers, Extreme by Nature, and Day Camps.

Location: Program Assistants work both indoors and outdoors at the Helen Schuler Nature Centre located north of the High Level Bridge via Indian Battle Road and 3rd Avenue South.

Role:

- Provide assistance to Program Leaders on Nature Centre programs

What does assisting with a program look like?

- **Mentoring**
 - Act as a role model.
 - Answer questions about the Nature Centre.
 - Be enthusiastic, respectful, and provoking wonder in the natural world.
 - Gain valuable teaching and interpretation experience.
 - Interact with participants, parents, and program partners in a professional manner.
- **Participant Safety and Comfort**
 - Ensure program participant safety.
 - Help staff lead small group activities such as bug hunting, bird watching, pond dipping, orienteering, et cetera.
- **Programming Support**
 - Assist with planning and delivery of programs.
 - Maintain cleanliness of Nature Centre workroom.
 - Provide general interpretation.

Length of Volunteer Shift: Approximately 3 hours per program; beginning one hour prior to program start-time and ends one-hour after scheduled program end-time.

Time Commitment: Assist with at least one program per month. Please be able to make a minimum commitment of six months.

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Reports to: Program Leader, and Volunteer Coordinator.

Training, Orientation and Supervision: After fulfilling Exhibit Rover training volunteers will be able to receive specialized Program Assistant training with Nature Centre staff. Volunteers will learn the basics of program development, preparation, and delivery by working closely with Program Leaders. Program Assistants must work closely with their Program Leader to determine roles, responsibilities, and ideal program delivery. This will allow Program Assistants to take a leadership role or more of a participant-observer role. Through the delivery of Nature Centre programs volunteers will learn about the history of the Nature Centre and its place in Lethbridge's River Valley; familiarize themselves with Roving resources including handouts, speaking points, maps, guide books, and library resources. All Volunteers will receive a copy of our Coulees & Cottonwoods Field Guide and a Lethbridge Trail Guide. Participation in additional training, workshops, and programs is encouraged. Program Assistants also receive formal one-on-one program assistant training with our Program Leaders.

Qualifications & Personal Traits:

- Experience or interest in working with children in an educational/recreational setting.
- Ability to work with people of all ages, especially children and to provide a positive learning experience for participants of all ages.
- Nature interpretation skills, knowledge of local ecology is an asset.
- Excellent oral communication and interpersonal skills.
- Dedication to and understanding of environmental issues.
- Ability to climb steep slopes and walk rugged terrain.

Age Requirement: 16+

Dress Code: Outdoor Casual with uniform top provided (light brown t-shirt, dark-brown t-shirt, polo shirt, black vest).

Security Checks: All Nature Centre volunteers are subject to a criminal record check.

Benefits: Certificate of Service, first-aid training support (after 100 hours), milestone awards, volunteer socials, ongoing training and support.

Please note: Must be able to provide own transportation.

FOR MORE INFORMATION:

Curtis.Goodman@Lethbridge.ca
Lethbridge.ca/HSNC | @DiscoverItHere | 403-320-3064