

Part-Time Position: Science/Outdoor Educator (6-week contract)

Collective Community Services Montreal is a not-for-profit social agency and is one of the founding members of Centraide Montreal. For over 80 years, CCS has improved the quality of life of individuals and families by significantly reducing isolation and effectively supporting those living in poverty, primarily within the English-speaking community of greater Montreal. These include: children, youth and families.

SUMMARY OF POSITION

CCS is currently seeking an experienced candidate to fulfill a part-time, temporary contract. The Science/Outdoor Educator will **develop, promote, and animate** a series of social and experiential learning workshops as part of our Fathers Program. The main aim of this program is to encourage fathers and male care-givers to participate with their children (aged 3-8) in outdoor, multi-season activities which encompass aspects of science, nature, technology and adventure, to facilitate discussions about fatherhood and be a solid role-model for the clientele. This program operates on Saturday mornings in parks around Côte-des-Neiges & Notre-Dame-de-Grâce.

Duties are varied and involve:

- Attend trainings, workshops and staff meetings as required.
 - Acquire in-depth knowledge of the pedagogical documentation.
 - Create evaluation tools to assess the effectiveness of activities
 - Handle logistics of work-site (booking, cancellation, re-scheduling etc.)
- Recruit participants and facilitate their registration
- Prepare/lead activities appropriate to the age, interest of the families
 - Promote and supervise on-site activities in concert with the CCS staff
 - Prepare final report, including summaries of activities and workshops
 - Submit recommendations for future activity integration
 - Collect and remit nominal course fees and maintain accurate documentations
 - Maintain attendance records and reports
 - Take photos and supply to manager

KEY ATTRIBUTES

A strong desire to work with children & parents.

Knowledge or strong interest in program design and evaluation, testing or animation.

Writes well and in a coherent fashion

Creativity

Ability to teach and assist in various outdoor activities

Positive attitude: Rain or shine, tired or energetic, keeping a positive attitude is essential. Responsibility: You are responsible for the health and wellbeing of your participants **at all times**.

Ability to relate to peers and accept guidance and supervision

Good character, integrity, adaptability, enthusiasm, sense of humor and patience

QUALIFICATIONS:

- Ability to serve as a role-model for participants (fathers with young children)
- Desire and ability to work with children and adults
- Experience working in the education sector, preferably within S.T.E.M. fields.
- Managing of the work area (experience in leading/training/teaching participants)
- Ability to lead activities and be prepared to brainstorm and plan on a weekly basis
- Background check is required before the start of your contact, if not already done.
- Confidentiality form will be asked to sign before the start of your contract
- Bilingualism an asset (program will be delivered in English)

HOURS OF WORK:

30 hours total (5 hours/week for 6 weeks) must be available to work on Saturday mornings

APPLICATION DEADLINE:

November 30th, 2018

APPLICATION PROCESS

Please send a resume and cover letter outlining how your education and experience equips you for this position to craigs@ccs-montreal.org with "Outdoor Science Educator" in the subject line.

We thank all applicants for applying but only those selected for an interview will be contacted.