



## Wildlife Haven Rehabilitation Centre

PO Box 165

Île des Chênes, MB R0A 0T0

PHONE: 204-878-3740 | [www.wildlifehaven.ca](http://www.wildlifehaven.ca)

### Job Description

**Title:** Education Program Manager

**Proposed start date:** June 3rd, 2019

One year term with option for renewal

Through Wildlife Rehabilitation, we aim to inspire youth using STEM (science, technology, engineering, and mathematics), while instilling an appreciation for wildlife habitat and habitat conservation. Wildlife Haven Rehabilitation Centre (WHRC) is opening its Education Centre where, through the stories of wildlife rehabilitation, kids' eyes are opened wide, minds are expanded and skill sets are developed. In central Canada, there is no other place like it. The Education Center will be a great tool for learning, fun and exploration. The Education Center will engage parents, volunteers, supporters, educators and youth in hands-on STEM programs and activities that are about creativity, inspiration and environmental responsibility. WHRC is looking for a strong program leader to launch the Education Center programming while building on current and new partnerships, relationships with the school districts and collaborations with volunteers, educators and stakeholders. This is a great opportunity for someone who has an organized and creative sense of curiosity in educating our youth while grasping wildlife conservation and environmental impacts as the primary tool.

### QUALIFICATIONS

- Experience working in educational settings, especially with K-12 school-aged youth.
- Strong understanding of wildlife protection and habitat conservation.
- Background and understanding of STEM initiatives and curriculum.
- Experience in developing inspirational youth education programs, including understanding of applicable curriculum design standards an asset.
- Successful experience working with and motivating youth of all abilities and demographics.
- Demonstrate excellent computer, communication, public speaking, and writing skills.
- Ability to recruit, select, inspire, lead and manage summer staff and volunteers.
- Ability to develop and implement long-range plans with emphasis on time-management.
- Ability to work under pressure and work flexible hours.
- Undergraduate degree in education, environmental studies, sciences, or related field preferred.
- Passion for developing young people in the field of science, wildlife protection and/or conservation.
- Excellent written and oral communication skills in French is considered an asset.
- Must be comfortable with a wide variety of animals.
- Able to provide own local transportation and ability to lift to 50 lbs.



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### **POSITION RESPONSIBILITIES:**

Provide creative vision and leadership for WHRC's Education Program activities.

Manage, coordinate and implement educational programs for the public; on-site and in the community.

Grow and implement our foundation of STEM based educational programs to engage a broader audience of all ages, year round.

Routinely evaluate and ensure that educational programs are developed and maintained which are responsive to the needs of the community and educational partners.

Design, implement, evaluate and evolve a documented and repeatable curriculum that can be delivered by staff and volunteers for on-site and outreach activities.

Handle and present with raptor and reptile ambassadors.

Provide an annual program review.

Serve as the staff lead for the Wildlife Haven Education Committee, whose role is to advise on the planning, implementation, programming and operations of the Education Program.

Collaborate with the Executive Director facilitating fund development activities, including fundraising events, grants and other fundraising strategies.

Collaborate with the Executive Director to promote visibility and general support for the Education Centre in the local, regional, and national community, through strategic marketing, social media and communication activities.

Recruit and manage volunteers and personnel and ensure that human resource policies and procedures are adhered to.

Responsible for working with the Executive Director to ensure the safe and secure use and maintenance of the Education Centre facility, its equipment and supplies, grounds and parking facilities.

Collaborate with the animal care team to ensure that the care and needs of the WHRC Ambassadors (raptors, birds, amphibians and reptiles) are met.

### **WORKING CONDITIONS**

Work is performed at the Wildlife Rehabilitation Centre, and local classroom environment with moderate physical activity; occasional night and holidays required; Attendance at WHRC and community events required. Occasional travel and off-site work required for meetings, public speaking, outreach programs, and other WHRC-related activities.



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**Reports to:** Executive Director

**Directly employs, supervises, and manages:** WHRC summer staff and volunteers

**Pay:** Per established pay scale. We are an equal opportunity employer.

**Application Deadline:** Monday May 13th, 2019

### HOW TO APPLY

If interested, please email the following to [zoe@wildlifehaven.ca](mailto:zoe@wildlifehaven.ca):

- A cover letter explaining how you meet position requirements.
- Your resume (including at least three professional references).

The successful applicant for this position will be required to pass a Criminal Record Check and Child/Adult Abuse check.

### BACKGROUND

35 years ago, a group of Manitobans and national wildlife experts came together to create an innovative organization called Wildlife Haven Rehabilitation Centre to care for wildlife, endangered species, and protected animals. Since its inception, the Centre has treated more than 39,000 animals with the help of more than 2,000 volunteers and community partners

At the Wildlife Haven Rehabilitation Centre, we believe in the importance of educational programming for children and families. The Wildlife Haven Education Centre will offer school-aged children, community groups, and families the opportunity to see nature up close. Bringing the textbook to life, we teach wildlife stewardship, the protection of the environment, and ways everyone can reduce their own footprint to protect nature.

Through visiting our Education Centre, children meet our wildlife ambassadors and look into the eyes of an owl, touch reptiles, and learn what they can do to protect the wildlife that live around them. By investing in educating the next generation of conservation champions, we can ensure that Manitoba continues to value and protect our wildlife for years to come.

Support for this project has been provided by the Conservation Trust, a Manitoba Climate and Green Plan Initiative delivered by the Manitoba Habitat Heritage Corporation.