

# Wildlife Educator Job Description

## **Reporting Lines:**

This position reports to the Wildlife Education Manager. Ultimately this position reports to the Northwest Wildlife Preservation Society's (NWPS) Executive Director and the Board of Directors. The Wildlife Educator's (WE) main responsibility is the development and delivery of NWPS's wildlife educational programs and projects in the Greater Vancouver Regional District. Secondary to this is fundraising and special events.

## **Working with the Board of Directors**

The WE is responsible for advising the Board of Directors of activities performed with respect to programs and projects. This position is also responsible for providing relevant information regarding any wildlife and wildlife habitat issues that may be topical.

Quarterly progress reports are to be provided to the ED and verbalized to the board at the quarterly meetings containing the following information:

1. amount of honorariums raised
2. number of programs delivered
3. number of people involved in programs
4. information about stewardship projects conducted
5. updates on the various funding proposals submitted and outstanding
6. information about community events attended

A program delivery plan must be developed and approved by the Executive Director annually. The plan is to be kept up-to-date throughout the year and is to reflect the number of programs delivered as well as the number of programs to be delivered throughout the fiscal year. An outline of work to be completed on various stewardship programs is expected as well.

The WE assists the Executive Director as a representative of NWPS. It is expected that the WE will express NWPS's work, goals, and philosophies in a non-partisan, mature and responsible manner at events, meetings and other functions as required.

The Wildlife Educator main functions are:

1. research, prepare and deliver educational programs to K to 12 school aged children, adults and special interest groups
2. generate funding through honorariums, fundraising proposals, and other fundraising opportunities as they arise

3. manage the administrative and supervisory duties of the position when necessary such as volunteer recruitment and management

The WE is the principal program deliverer for the Society on the mainland. The WE reports to the Executive Director and works in conjunction with the Vancouver Island Education Manager, and other staff members depending on availability. The WE job priorities, in order of importance are listed below. The Executive Director or Board of Directors will provide input and may even provide assistance regarding program development but it remains the sole responsibility of the WE to meet program targets assigned.

#### 1) Education Programs

- a) Under the direction of the Wildlife Education Manager, the WE is responsible for developing, delivering and maintaining NWPS wildlife education programs on the mainland
- b) Update all educational programs as and when needed
- c) Advertise and book programs with teachers and school administrators, and maintain calendar and wait list as required
- e) Meet revenue targets as set by the Executive Director
- f) Develop and maintain knowledge of current environmental issues and information relevant to NWPS
- g) Coordinate with other wildlife conservation and education groups and agencies for information sharing and program/organizational development

#### 2) Community Events

- a) Responsible for discovering, booking and attending as representative of NWPS community events related to wildlife conservation
- b) Meeting targets as set by the Wildlife Education Manager for number of events attended

#### 3) Fundraising

- a) Responsible for revenues targets set by Executive Director
- b) Working with the Executive Director to complete fundraising proposals for mainland programs
- c) Manage sales of NWPS merchandise at appropriate events
- e) Management or assistance with the various fundraising initiatives carried out throughout the year (Green Ribbon Campaign, etc.)
- f) Completing and submitting all mainland program grant/project reports to funders

#### 4) Administration

- a) Responsible for supervising reporting staff and/or volunteers when necessary
- b) Responsible for delivering programs within budget and tracking/reporting on all project expenses
- c) Responsible for tracking all revenue generated
- d) Responsible for the care, safekeeping and procurement when necessary of computer, projector, biofacts and various other NWPS assets
- e) Responsible for general administrative duties including but not limited to main line telephone

enquiries, public information requests, etc.

### Communications

The WE is to be involved with writing articles for publication, coordinating and editing newsletters, responding to issues in writing on behalf of the Executive Director and Board of Directors and reporting to donors and members through the Annual Report and Interim Reports.

### Working with Volunteers

The WE shall recruit, manage and utilize existing volunteer to support the mandate of NWPS. The WE is responsible for coordinating and supervising volunteers working on educational programs, events and communications to ensure quality standards are maintained.