

Update

Ministry

Environment and Protected Areas

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Seasonal, Environmental Educator

Current Class

Administrative Support 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

CA09

Cost Centre

614484

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Seasonal Wages

Organizational Structure

Division, Branch/Unit

Water & Circular Economy, WAP/WOP

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Education Program Coordinator

Supervisor's Current Class

Program Services 3

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-09-10

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Bow Habitat Station (BHS) is Environment and Protected Area's (EPA) environmental education centre providing access to experiential learning opportunities that foster conservation and stewardship of Alberta's fish, water and ecosystems. BHS supports EPA's provincial education strategies using its Discovery Centre, Fish Hatchery, Trout Pond and Interpretive Wetland.

Environmental Educators directly engage with clients of varying ages and abilities to promote and effectively deliver educational programs and activities to schools, groups and the general public using a variety of learning strategies. Through these services, the department leverages BHS' reputation, access to and connections with Albertans to expand the reach of priority conservation, water and stewardship messages through experiential learning opportunities.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1) Delivers and supports maintenance of environmental education programs and activities.

Activities include:

- Deliver approved environmental messages through scripted programs, activities and events.
- Troubleshoot, record and report program-related issues as they arise.
- Maintain program resources (inventory, prepare, repair), informing supervisor of needs or deficiencies.
- Collect qualitative and quantitative program data (feedback, statistics).
- Identify and collaborate on opportunities to improve programs and activities.

2) Supports the delivery of BHS' public visitor experiences.

Activities include:

- Deliver welcoming, friendly, accurate and concise information to visitors (in person, phone, email).
- Provide supporting educational tutorials to visitors (i.e. equipment rentals).
- Follow established procedures for maintenance of products (café, gift shop and equipment rentals).

3) Supports effective and efficient operations to ensure a positive visitor experience.

Activities include:

- Follow established procedures for opening and closing public spaces.
- Proactively address hazards and safety concerns.
- Report deficiencies on displays, exhibits and public resources.
- Support volunteers in their roles and responsibilities.

4) Support the Bow Habitat Station team to achieve mandates, goals, vision and mission.

Activities include:

- Establish and maintain positive and professional relationships with coworkers, volunteers, visitors and stakeholders.
- Uphold the quality service standards of the Alberta Public Service of respect, accountability, integrity and excellence.
- Demonstrate a continued commitment to learn.

5) Supports other branch, division, department and government initiatives, as required.

- Support other projects applying administrative or program delivery skills, as needed.

Problem Solving

Typical problems solved:

Working within established program plans, policies and standard operating procedures, this position supports visitors of all ages and abilities in active participation of learning experiences throughout BHS.

Adjusts language / word selection to meet the needs of their audience.

Identify and proactively address safety hazards.

Types of guidance available for problem solving:

This position reports directly to and takes direction from the Education Program Coordinator. Active guidance is provided, and this position is expected to make informed decisions in accordance with established education plans, policies and procedures to ensure quality and consistency in the delivery of BHS' programs and services. This includes GoA and BHS policies, guidelines and approved messaging, as well as worksite health and safety guidelines.

Direct or indirect impacts of decisions:

This position has the potential to directly impact the safety of visitors, staff and volunteers.

This position also has an indirect impact to the reputation of BHS through excellence in service delivery and accuracy of information.

Key Relationships

Major stakeholders and purpose of interactions:

Required Education, Experience and Technical Competencies

Education Level

High School Diploma

Focus/Major

2nd Major/Minor if applicable

Designation

If other, specify:

Or, Directly related experience in the delivery of education programs.

Job-specific experience, technical competencies, certification and/or training:

Assets:

- Demonstrated experience working with a wide range of audiences (from toddler to youth, adults and seniors).
- Knowledge of Alberta fish, wildlife, botany, entomology and/or aquatic ecosystems.
- Knowledge and implementation of program delivery strategies for engaging all ages and abilities.
- Competency working with computer software and information systems (e.g. PC computers, point of sale systems, Microsoft Office Suite).

Pre-Employment Requirements:

- Ability to obtain a clear criminal record check prior to employment.
- Ability to work a shifted Tuesday to Saturday schedule and the occasional evening shift.

This position must demonstrate:

- Exceptional verbal communication skills with the ability to convey information effectively to various types of audiences.
- Engaging and professional program delivery skills, exhibiting tact and diplomacy at all times.
- The ability to adapt language, activities, etc. to meet the needs of various audiences.
- The ability to identify and address issues or inefficiencies related to programs or activities.
- Strong interpersonal skills with experience working responsibly, effectively and collaboratively within a team.
- A continued desire to learn and adapt to a changing environment.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none">• Uses common sense and past experience to approach ambiguous	

		<p>problems</p> <ul style="list-style-type: none"> • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts and listens to others • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	
Develop Self and Others	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Develops own career and reduces barriers for others:</p> <ul style="list-style-type: none"> • Creates development plan with supervisor and seeks feedback • Reflects on performance to identify areas of improvement • Offers knowledge and insight to others • Supports career development of direct reports 	
Creative Problem Solving	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Forestry and Parks - Seasonal Information Officers (Kananaskis East Management Area), Seasonal Visitor

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

VACANT

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature