

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Environmental Education Coordinator

Current Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks Operations, Kananaskis

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Visitor Engagement Team Lead

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-07-24

Responsibilities Added:

Develop, deliver and supervise public programming for the Fish Creek Environmental Learning Centre, both on behalf of Alberta Parks and in partnership with the Friends of Fish Creek.
Develop and deliver New Canadian programming out of the Fish Creek Environmental Learning Centre.
Host teacher professional development workshops to enable effective self directed teacher led program delivery within the park.

Responsibilities Removed:

As a result of new responsibilities added some school programming for individual schools will need to decrease

Job Purpose and Organizational Context

Why the job exists:

The Environmental Education Coordinator is responsible for program leadership and direction in the management of environmental education and public programs for Fish Creek Provincial Park and the East Kananaskis Management Area. This position is the only staff capacity dedicated for supporting educational and interpretive programming in the Kananaskis East management area and provides a key role in enabling/hosting partner activities and events at the Environmental Learning Centre. This position will provide an opportunity to support implementation of the new Plan for Parks by "offering affordable education, interpretation, and program opportunities to build appreciation of Alberta's parks and connect with a greater variety of audiences." The Environmental Learning Centre is an award winning facility for delivering environmental programming for up to 15,000 students each year, and a flagship for outdoor education within the Alberta Parks system.

Responsibilities

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

1. Provide leadership for grades K-12, as well as public programming development and delivery. Coordinate and manage all education and public programs and events in Fish Creek Provincial Park

Supervises and directs the activities of the Environmental Educator position (currently filled by wage staff) that is responsible for all Kindergarten to Grade 6 education programs and a variety of public programs and events.

Ensures all programs, resources, marketing, registration, etc. meets the standards expected within the department and district and is appropriate for the target audience/client base.

Create and curate content of Alberta Parks Nature Source and other teacher development training.

Develop, deliver and oversee specialized programs for schools/classes/teachers. These programs may be done on-site or as outreach to schools or other park locations.

Develop and deliver training sessions to outside agencies on environmental education techniques, working with youth, or other topic areas of expertise as requested.

2. Enable partners in the co-delivery of educational programs in East Kananaskis.

Support Friends of Fish Creek, Glenbow Ranch Foundation and East Kananaskis Educational Service Providers.

Review and support cooperating partner annual workplans and reports.

Liaise with schools who participate in Learning Centre programs, as well as those who provide self directed programming in the park to ensure they have access to relevant public safety messaging and curriculum aligned materials for program delivery.

Coordinate and confirm guest speakers and presenters for presentations, workshops and public events.

Coordinate on-going training opportunities for other parks, area school boards, and community counterparts.

In conjunction with community agencies and partners, coordinate and deliver opportunities for New Canadian user groups and audiences in Fish Creek.

Work in conjunction with staff and volunteers of Friends of Fish Creek Provincial Park Society(FFCPPS) to develop and deliver special event programs and one-off or special request programs for groups.

Cross-market programs and events offered by FFCPPS and Park staff to reach a wider possible audience and ensure attendance at all public events and programs.

In coordination with the Executive Director of the FFCPPS, support the recruitment and hiring of the Learning Naturally Program Coordinator (LNC).

Coordinate the training and ongoing evaluation of the LNC in conjunction with the Environmental Educator.

3. Effective utilization and safe operations for the Environmental Learning Centre

Coordinate staff and partners' use of the facility to ensure smooth operations and no conflicts with primary facility use.

Provide updated information to the Partnerships Coordinator for liaising with the FFCPPS Board and Board meetings.

Develop and distribute facility cleaning schedules, arrange for and participate in cleaning inspections.

Monitor facility operations and conditions and inform maintenance staff of issues requiring attention.

Manage all requests for facility use and rental including review and revision of rental policy and guidelines, distribution of keys, facility walk-throughs, etc.

Coordinate all registration and fee collection including keeping record of registrants, supplying maps, arranging meeting locations, maintaining program/facility statistics, etc.

Manage all facility equipment and technology.

Maintain Facility Emergency Response Plan.

4. Create public information, displays and interpretive signs in Fish Creek.

Maintain inventory of interpretive signage across East Kananaskis and refurbish/replace/create when required.

Work with Information Program Lead to ensure educational and facility web content regarding Fish Creek is up to date.

Provide leadership in the design and development of Fish Creek visitor information centre displays and print information.

5. Provide subject matter expertise in the field of Environmental Education as required.

Participate in multi-disciplinary project planning teams and Visitor Engagement program task groups/ initiatives on a site, district, and regional level as necessary.

Provide input to the Visitor Engagement Team Lead on any matter related to the Fish Creek Learning Centre or Visitor Engagement program as needed.

Represent the Park/Division/Ministry in inter-agency and partnership projects, promoting Ministry policies and position regarding key area stakeholder as required.

Attend and provide input through workshops, seminars, learning sessions or conferences servicing both education professionals and tourism industry leaders.

6. Implement, support and adhere to the GOA and Parks Division OH&S policies, procedures and standards.

Report, respond to and investigate OH&S incidents as required.

Adhere to and maintain OH&S expectations for office space and programming locations.

Problem Solving

Typical problems solved:

- Communicating politically sensitive messaging through the delivery of interpretive and educational programs
- Managing user conflict and tensions between stakeholders and ensuring fair and equal access to programming for all users.
- Creating a suite of educational and interpretation programs that meet the AB Parks mandate and covers appropriate themes, topics and messages for ever-changing audiences
- Maintaining current and innovative programs by securing new resources, equipment and content
- Collaborating with peers from across the province and implementing harmonized procedures and processes that may not be an ideal fit at their specific location
- Working closely with partner organizations and external stakeholders

Types of guidance available for problem solving:

- Best practices, procedures, guidelines and processes developed for the Visitor Engagement program and the Government of Alberta as a whole.
- Strategic guidance provided through the Alberta Parks Formal Education Framework.
- Support and mentorship from Visitor Experience Team Lead and a community of practice composed of peers from around the province.
- Professional development opportunities to gain insights into current trends and best practices

Direct or indirect impacts of decisions:

Ensuring this position is filled in a timely manner will result in not having to cancel school programs that have already been booked for the fall. This will also ensure someone is available to help support the Friends of Fish Creek recruitment, hiring and mentorship of their new Learning Naturally Coordinator. The expansion of this role to include New Canadian and Public Programming will increase the reach of important parks management messaging to all Calgarians, and will maximize use of the Learning Centre during the summer months.

Key Relationships

Major stakeholders and purpose of interactions:

Reports directly to the Visitor Engagement Team Lead.
The Friends of Fish Creek Provincial Park Society works very closely with this position in both program development, use of the facility.
New partnerships will be forged with New Canadian communities and organizations.
Works closely with Partnerships Coordinator.
Works along side Environmental Education Coordinator positions in Kananaskis West.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|----------------------------|-------------|-------------------------------|-------------|
| Bachelor's Degree (4 year) | Education | Science | Other |

If other, specify:

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

Education experience and teacher certification. Must have experience working with the public, school age children and have excellent presentation skills. Experience developing curriculum driven education programs as well as public presentations.

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 | | |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Leverages relationships to build input and perspective: <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships | Works closely with The Friends of Fish Creek Provincial Park and other agencies to deliver quality and educational programs to all visitors to the park. |
| Drive for Results | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction | Works independently in the learning centre. Will actively seek out feedback and survey from members of the public. Will be committed to delivering parks-specific messaging. |
| Agility | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Proactively incorporates change into processes: <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices | Always required to update and change programs based on new and evolving information. Always required to adapt to changing programs, schedules, weather and other unforeseen factors involved in programming. Must always adapt to changing governments and directives. |

Benchmarks

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

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.

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