



## Summer Programming Assistant

**Application Deadline: April 25, 2019.**

**Anticipated start and end dates: July 1, 2019 and August 31, 2019; 35-40 hours/week @ \$14.00/hour**

**Questions and submission of cover letter & resume to Irene Heaven at [irene@abbeygardens.ca](mailto:irene@abbeygardens.ca).**

**Abbey Gardens** is a charitable organization focused on the remediation of a decommissioned gravel pit into a green space that provides economic and recreational opportunities for our community. Our vision is to inspire a healthy community and create opportunities to learn about living sustainably. The 380 acre site is developing incrementally towards becoming a demonstration and education site on local food, gardening, sustainable living, biodiversity and ecology. In addition to helping nature reclaim the land, the Abbey Gardens team is dedicated to demonstrating innovative and replicable solutions and practices that will inspire generations of good stewards for our earth and people. Our project offers tremendous opportunity for learning and experimentation as well as project management.

The Summer Programming Assistant position will provide support to the Abbey Gardens team, in particular the Education Coordinator and Summer Camp Lead Facilitator. The position will involve assisting in the delivery of four summer day camps\* as well as other summer programs and tours with the support from experienced outdoor educators. Abbey Gardens hosts programming for children, adults, special groups, and tourists where educational opportunities may be formal or informal. The Summer Programming Assistant will have the benefit of working on a variety of programs at all stages of development.

### ***\*Listing of Abbey Gardens Summer Day Camps:***

- Fresh Air Kids Camp (ages 4-5) (1 week of summer camp)
- Outdoor Kids Camp (ages 6-10) (2 weeks of summer camp)
- Taking the Reins Camp (ages 10-14) (1 week of summer camp)

### **Primary Responsibilities:**

Support the Education and Summer Camp Coordinators with existing programming:

- Aid in the delivery of 4 weeks of summer camps as described above. Including:
  - Daily set up and clean up
  - Assisting with daily games, activities and crafts
- Participation in one day leadership program Take the Lead program (ages 14-16)
- Co-facilitate summer "Storytime in the Garden" (1 hour every Thursday) including:
  - Set up and clean up
  - Associated activities and crafts
- Daily inventory & maintenance of Enchanted Forest
- Daily care and maintenance of heritage breed ponies and chickens

### **Other Potential Opportunities:**

- Facilitate tours/hikes of/at Abbey Gardens
- Support with the facilitation of weekly Community Living Program
- Support with delivery of Garden & Ecology Workshops
- Weekly grooming and training of rare breed ponies on site with volunteer pony team (optional, dependent on level of comfort)
- Support in the upgrading of Enchanted Forest
- Support for trail development where possible
- Support in the development of other programs and activities at Abbey Gardens

### **Skills/Experience:**

- Interest and/or experience in education and/or ecology

- Interest and/or experience in programming for children
- Interest and/or experience in gardening, ecology, and food issues an asset
- Comfortable working outdoors in a variety of weather conditions
- Interest in working as part of a team
- Leadership qualities and the interest in strengthening these qualities