

Application Deadline: March 1, 2020

Anticipated start and end dates: May 1, 2020 and August 31, 2020; 35-40 hours/week @ \$16.00/hour

Questions and submission of cover letter & resume to Irene Heaven at 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 Educational Programming Assistant will provide support to the Abbey Gardens team, in particular the Education Coordinator. The position will involve program design and development, implementation, facilitation and evaluation. Specifically, delivery of the spring PreKinder Garden series, assisting with delivery of summer day camps as well as other 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 Educational Programming Assistant** will have the benefit of working on a variety of programs at all stages of development.

Primary Responsibilities:

- Delivery of 6 week Spring PreKinder Garden Program (2 hour program every week for 6 weeks).
- Support the Education and Summer Camp Coordinators with existing programming:
 - o Assist Education Coordinator with 7 week Spring Homeschool Program (5 hour program for 7 weeks)
 - o Aid in the delivery of 4 weeks of summer camps: Fresh Air Tikes (ages 4-6), Outdoor Kids (ages 7-10), Taking the Reins (ages 11-14). Including:
 - Daily set up and clean up
 - Assisting with daily games, activities and crafts
 - o Participation in one day leadership program Take the Lead program (ages 14-18)
 - o Co-facilitate summer "Storytime in the Garden" (1 hour every Thursday) including:
 - Set up and clean up
 - Associated activities and crafts
 - o Assist in planning and delivery of Honey Week activities and workshops
- 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
- Weekly grooming and training of rare breed ponies on site with volunteer pony team (optional, dependent on level of comfort)
- Support in the development and facilitation of other programs and activities at Abbey Gardens

Skills/Experience:

- Interest and/or experience in education
- 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
- Valid Standard First Aid or agreement to attain valid Standard First Aid prior to start date
- Interest in working as part of a team
- Leadership qualities