

Seasonal Programming Assistants

Application Deadline: February 18, 2022

Anticipated start and end dates: May 1, 2022 and September 2, 2022; 40 hours/week @ \$18.00/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.

Seasonal Programming Assistants are an integral part of the Abbey Gardens team and will support spring and summer programming as well as the maintenance of programming areas. We are looking for 2-3 versatile and enthusiastic individuals who can work independently while making a positive contribution in a team environment. Responsibilities involve program design and development, implementation, facilitation, and evaluation with the support of experienced outdoor educators. Abbey Gardens hosts programming for children, adults, special groups, and tourists where educational opportunities may be formal or informal. **Seasonal Programming Assistants** will have the benefit of working on a variety of programs at all stages of development.

Primary Responsibilities:

- Co-development and Co-delivery of Spring & Summer Lil' Buds Series (2-hour program every week: 6 weeks/spring, 9 weeks/summer).
 - o Choosing suitable books and development of associated activities and crafts
 - o Set up, delivery and clean up
 - o End of season clean up
- Co-development and Co-delivery of 9 weeks of summer camps: Fresh Air Tykes (ages 4-6), Outdoor Kids (ages 7-10), Taking the Reins (ages 11-14). Including:
 - o Daily set up and clean up
 - o Leading and assisting daily themed based programs including daily games, activities, and crafts
 - o End of season debrief and clean up
- Participation in one day leadership program, "Take the Lead" (ages 14-18)
- Co-development and Co-delivery of monthly themed Enchanted Forest Nature Animator program (2-hour program one Saturday/month)
- Support Program and Education Coordinators with existing programming and program related projects:
 - o Assist Education Coordinator with 7-week Spring EcoExplorers Program (5-hour program for 7 weeks)
 - o Assist in planning and delivery of Honey "Week" activities and workshops
 - o Maintenance of Education gardens, Big Pit Restoration plots, and on-site self-guided programs
- Daily inventory & maintenance of Enchanted Forest
- Daily care and maintenance of heritage rare breed equines 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 Ojibwe Horses with volunteer pony team (optional, dependent on level of comfort)
- Assisting with the delivery of any Pony Trekking programs (optional, dependent on level of comfort)
- Support in the development and facilitation of other programs and activities at Abbey Gardens

Skills/Experience:

- Experience and/or interest in education or programming for children

- Experience and/or interest 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
- Current Vulnerable Sector Check or agreement to attain Vulnerable Sector Check prior to start date
- Leadership qualities and a dynamic fun personality