

## EDUCATION SUPPORT VOLUNTEERS

### Roles & Responsibilities

Support the delivery of environment education and outreach programs to school, group and public visitors at Bow Habitat Station or represent Bow Habitat Station at community outreach events and deliver outreach education activities. Bow Habitat Station will provide detailed activity scripts in advance for all environmental education and outreach programs outlining speaking points, defining key terms, step-by-step activity set up/clean up and providing details of literacy outcomes and curriculum ties. This role requires direct engagement with Bow Habitat Station staff, volunteers and visitors.

Bow Habitat Station a variety of opportunities to support environmental education and outreach programs:

#### 1. Environmental Education Program Support

Deliver program specific activities to school, group and public visitors. Using an activity script, assist in preparing for programs and leading groups of 10 to 30 people through various activities focused on Alberta Education's Programs and Studies and/or Alberta's air, land, water and biodiversity.



Tasks may include:

- Leading or supporting delivery of program activities
- Encouraging participation in program activities
- Maintaining a tidy and respectful learning environment
- Helping to facilitate transitions of groups moving between activities
- Supporting set up/clean up of program activities

*Current program opportunities:*

- Grade 2 – Water for Life: Activities focus on the water cycle, states of water, water use and abuse.
- Grade 3 – Trout Tales: Activities focus on trout lifecycle stages.
- Grade 5 – March through the Marsh: Activities focus on wetland values, aquatic invertebrate collection and identification, local plant and wildlife species identification.
- Learn to Fish (May through October) – Junior and Novice Clinics: Activities focus on responsible angling, fishing best practices and techniques, reading sportfishing regulations and Alberta fish species identification.
- Public Marsh Dipping (June through August) – Public Program: Activities focus on wetland values, aquatic invertebrate collection and identification.
- Fish In Schools Raise to Release, Release Events (May through June): Activities include water quality testing, provincial stocking program.

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### 2. Outreach Education Program Support

Using an activity script, deliver hands-on and immersive Investigation Station activities to public visitors at on-site Bow Habitat Station events and at off-site outreach events. Activities will focus Alberta's air, land, water and biodiversity.



Tasks may include:

- Participating in event day Occupational Health and Safety orientations
- Delivery of hands-on Investigation Station activity
  - Handing out any educational prompts associated with event or Investigation Station activity messaging
- Traveling to off-site community outreach event
- Completing field level hazard assessment of community outreach event locations
- Transporting activity resources using a cart or dolly
- Encouraging public participation in event activities
- Maintaining a tidy and respectful learning environment
- Encouraging event flow
- Supporting event set up/clean up

*Current program opportunities:*

- What's up With...: Monthly event at Bow Habitat Station focused on nature and wildlife themes.
- Discovery Cart: Enhancement activities for visitors to the Discovery Centre.
- Off-site Community Outreach Events: Supporting delivery of Investigation Station activities and promotion of Bow Habitat Station Environmental Education and Outreach programs.

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## Qualifications for all Education Support Volunteers

- Must complete a clear police information check and vulnerable sector check prior to first shift.
- Willingness to provide positive and constructive feedback related to shifts and tasks.
- An engaging and welcoming personality.
- Enjoy working with the public and talking with a variety of age groups.
- Enjoy working with younger age groups (typically ages 6-12).
- Ability to help maintain a respectful learning atmosphere.
- *Experience in teaching or working with youth groups is considered an asset, but not required.*

## Typical Shift Availability

Education Support Volunteer shifts are typically offered year-round on Tuesdays through Saturdays (and on Sundays from May through October), and on the third Thursday evening of each month. The number of shifts available each month will depend on the time of year, anticipated visitor volume and program bookings.

Environmental Education Program Support shifts are typically offered weekday mornings from September through June, between 9:00am and 12:30pm.

Outreach Education Support shifts are typically offered between 9:30am and 4:00pm, and between 5:00pm and 8:00pm on the third Thursday evening of each month

## Minimum Shift Requirements

Environment Education Program Support Volunteers are required to fulfill a minimum shift requirement of 15 hours per calendar year.

Outreach Event Support Volunteers are required to fulfill a minimum shift requirement of 12 hours per calendar year.

## Training

- Must attend a Prospective Volunteer Orientation at Bow Habitat Station prior to first shift. (approx. 1 hour)
- Must complete Occupational Health and Safety Training at Bow Habitat Station prior to first shift. (approx. 2 hours)
- Environmental Education Program Support Volunteers require program specific training (approx. 1 hour) focused on specific learning activities, curriculum ties and learning objectives for each grade/age group. Tips and strategies for engaging with various age groups, and methods for maintaining a respectful learning atmosphere will also be provided.
- Optional volunteer training sessions available throughout the year to further develop knowledge of Alberta's ecosystems, communication, engagement, and teaching skills.
- Additional task specific training will be provided, as needed.