JOB INFORMATION

Classification title: Graduate Research Assistant
Department: Malcolm Knapp Research Forest
Schedule: 37.5 hours/week (4-month term) OR 18.75 hours/week (8-month term), schedule will include weekends and some evenings.
Term: Option of full-time (May, 2020 - August, 2020) or part-time (April, 2020 – November, 2020)
Salary: Full-time: 4,164/month; Part-time: $2,082/month
Benefits: none
Probationary period: 3 months

JOB SUMMARY

UBC Malcolm Knapp Research Forest (MKRF) is seeking a qualified and highly motivated individual to join our team and assist us with Wild & Immersive’s outdoor educational programming.

ORGANIZATIONAL STATUS

Under the supervision of MKRF’s Education Coordinator, the successful candidate will work closely with staff members of UBC Malcolm Knapp Research Forest, specifically the Wild & Immersive Outdoor Education team.

WORK PERFORMED

- Reviewing and providing feedback on current Wild & Immersive programs.
- Developing curriculum and content for Wild & Immersive programs, birthday parties, events, camps, tours, and workshops.
- Assisting in the development and organization of programs and camps.
- Assist with the training of the Wild & Immersive team.
- Leading outdoor educational programs for youth and adults.
- Leading outdoor educational camps for youth and adults.
- Leading outdoor educational birthday parties and events.
- Ensuring the proper organization and preparation is conducted prior to an event, camp, or program.
- Ensuring program materials are organized, cleaned, and in safe working condition.
- Filling out appropriate documentation for events, camps, and programs.
- Other duties as assigned.

This position will require physical activity and working outdoors in all weather conditions.
CONSEQUENCE OF ERROR

Must exercise judgment based upon a thorough knowledge of procedures, guidelines, and regulations. Must exercise judgment based upon the safety and liability of our team and guests. Incorrect decisions will directly affect the University’s and department’s reputation with government authorities, community and faculty, staff and students and general public and could require intervention by supervisory and or senior management.

SUPERVISION RECEIVED

This position will receive supervision from the Education Coordinator and Business Improvement Coordinator on a regular basis. A performance review will be conducted at the mid-point of the term.

EDUCATION AND/OR WORK EXPERIENCE

- Candidate must be currently studying or recently finished a graduate level program in Ecological Education or related program.
- Current first aid WCB Level 1 certificate.
- Class 5 Driver’s License with a clean driver’s abstract.

Preference will be given to candidates with experience working with youth and/or adult groups.

SKILLS

- Excellent communication skill, both oral and written.
- Excellent organization skills.
- Strong understanding of British Columbia’s ecology.
- Comfortable managing and speaking to large groups.
- Comfortable working outdoors in all weather conditions.
- Comfortable working alone and in team-settings.

APPLICATIONS

Please submit a resume and cover letter, attn: Victoria Farahbakhchian and Liz Smith to wild.immersive@ubc.ca before Feb 1st, 2020 at 12:00pm. Only those short listed will be contacted.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. We welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender
identities, and others with the skills and knowledge to engage productively with diverse communities. Canadians and permanent residents of Canada will be given priority.