

Education and Outreach Coordinator

Employment Type: Full time, 1-year contract (with possibility of becoming permanent, dependent on funding). 30 hours per week, Monday - Thursday from September – mid-June, 37.5 hours per week Monday – Friday from mid-June – August. Occasional evenings/weekends required as needed.

Location: Position is located at both the **Environmental Learning Centre** (13931 Woodpath Road SW, Calgary AB) and the **Cookhouse** (15975 Bow Bottom Trail SE, Calgary AB). The Coordinator will spend 3-5 days a week at the ELC and the remaining days at the Cookhouse, depending on the program schedule. 1 day a week work from home opportunity may be an option.

Salary Range: \$27.00 - \$30.00 per hour (approximately \$44,000 - \$49,000 annually), depending on experience

Benefits: 12 vacation days per year, option to join the group extended health benefits program following successful completion of probation period

The Opportunity

The Friends of Fish Creek Provincial Park Society (“the Friends”) is searching for an Education and Outreach Coordinator to join our staff team! Reporting to the Executive Director and under the supervision of the Alberta Parks Environmental Education Coordinator, the Education and Outreach Coordinator will be primarily responsible for coordinating and delivering the Friends’ award-winning Learning Naturally program. In addition, the Education and Outreach Coordinator will coordinate and oversee the summer day camp program, and work with partner organizations/Alberta Parks to deliver free educational programming within Fish Creek Provincial Park.

About the Friends

The Friends of Fish Creek Provincial Park Society was established in 1992 and incorporated as a charitable organization in 1993. Located in Fish Creek Provincial Park, the Friends promotes positive outcomes for one of Canada’s largest urban parks by focusing primarily on resource management, research, and community development. We maximize environmental and social benefits by designing opportunities to improve quality of life and empower people to conserve a truly unique naturalized area. Fish Creek Provincial Park is bordered by seven constituencies encompassing over 350,000 Calgarians and is visited by an estimated 3 million people annually.

Our vision: A sustainable Fish Creek Provincial Park that improves the quality of life for present and future generations.

Our mission: To engage the community through activities and awareness to conserve a truly unique naturalized urban park.

Key Responsibilities

ADMINISTRATION

- Respond to inquiries received through their email, phone, and Learning Naturally inbox
- Manage Learning Naturally program bookings and schedule (up to 100 programs per year), including contacting schools, providing program resources, and following up with feedback surveys
- Promptly submit bussing invoices to the Friends' Executive Director for payment
- Prepare a bi-monthly report on activities in advance of board meetings
- Prepare a summary report of the Learning Naturally program in March for the Friends' Annual Report
- Prepare an annual report of the Learning Naturally program at the end of the school year
- Liaise with partners and schedule free educational programs occasionally throughout the year
- Manage registration for and oversee summer day camps

COMMUNITY DEVELOPMENT

- Collaborate with the Friends' Executive Director and Alberta Parks to identify and engage potential partner organizations interested in co-developing no-cost educational programs in Fish Creek Provincial Park
- Engage with existing partners and stakeholders, including Alberta Parks, to better understand and identify priority areas of need for free education programs
- Recruit and train volunteers to help with education program delivery

DATA MANAGEMENT

- Keep track of monthly statistics and survey responses for Learning Naturally program
- Record and analyze relevant statistics during new program development and delivery, including surveys of partners, volunteers, and participants, along with attendance numbers
- Collect other data as needed by relevant funding agencies and prepare necessary grant reports (with Executive Director)

EDUCATION

- Lead all Teacher Orientations for the Learning Naturally programs in Cooperation with Alberta Parks staff

- Facilitate up to 90 Learning Naturally (programs developed by Alberta Parks) program days per year (up to 60 children per day), including setting up equipment, greeting students, leading program and activity orientations for students and adults, assist teachers and volunteers with program materials and provide expert advice and guidance as needed
- Work with Visitor Experiences Coordinator to refine current public educational resources and tours
- Potential opportunity to work with Communications Coordinator to refine public educational messaging, including developing content for signage (additional work days, grant dependent)

Other duties as required or assigned by the Executive Director

Qualifications:

REQUIREMENTS

- Undergraduate degree or equivalent in Education, Science Communications, or other related field
- At least 2 years' experience in developing, delivering and evaluating outdoor education programming
- Strong skills with Microsoft Office suite, including Word, Powerpoint, Excel, Outlook and Teams
- Excellent written and verbal communication skills
- Experience leading groups in an outdoor setting
- Strong group management skills
- Ability to work both independently and collaboratively as needed
- Excellent time management, prioritization and multi-tasking skills
- Outgoing individual, comfortable in communicating and interacting with people of all ages
- Passionate about providing outdoor education to a wide variety of audiences
- Standard First Aid and CPR Level C
- Must have a valid driver's license and access to a reliable vehicle, as you will be working in various parts of Fish Creek Provincial Park
- If hired, you will be required to obtain a Police Information check with Vulnerable Sector Check

ASSETS

- Working knowledge of a second language (other than English)
- General knowledge of Fish Creek Provincial Park
- Understanding of Alberta native plants and/or wildlife



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- Experience working with new Canadians, low-income families, and/or indigenous youth

Applications:

Please submit a resume and cover letter to Katrina Terrill, Executive Director (hr@friendsoffishcreek.org) by 11:59 pm on Sunday, August 16. Anticipated start date by September 8, 2026.

For more information about the Friends of Fish Creek Provincial Park Society, please visit our website at www.friendsoffishcreek.org.