EMPLOYMENT OPPORTUNITY

Environmental Education Program Assistant

Bilingual (French/English) position, Starting January 4, 2027

The Nickel District Conservation Authority (o/a Conservation Sudbury) is one of Ontario's 36 watershed-based local government agencies. Conservation Sudbury owns the Lake Laurentian Conservation Area, a 950 hectare public use green space. The Nature Chalet is located within the conservation area and has hosted environmental education programs for more than 50 years.

The Program Assistant is responsible for educational and recreational program delivery, special event programming, and other activities as assigned. Duties may include leading field trips in the conservation area, exploring natural spaces in local school yards, delivering day camp programming in July & August, and leading guided hikes for children, youth and adults. The Program Assistant is responsible for safely delivering exceptional and engaging educational programs, articulating curriculum-linked content, maintaining programming spaces and materials, providing excellent customer service to participants and visitors, and ensuring the safety of program participants and coworkers.

RESPONSIBILITIES

- Assist with the delivery of year-round outdoor programs for school groups and other groups at the conservation area and in local school yards
- Assist with the delivery of summer day camp programs and activities
- Assist with the development of lessons and teaching tools in both French and English to enhance the current and new education and outreach programs
- Provide pre-and-post support to teachers/leaders to ensure the successful marketing and delivery of programs
- Provide training and supervision of seasonal staff
- Display positive client and customer service relationships
- Maintain program records, daily scheduling and reports as required
- Work with community groups, partner agencies and volunteers to undertake programs, special events and projects
- Assist in the general operation of the Nature Chalet
- Other duties as assigned

ELIGIBILITY REQUIREMENTS

- Degree from accredited university or diploma from accredited college in the fields of biology, concurrent education, outdoor education, geography or similar earth or natural sciences
- Minimum 2 years' experience delivering educational and/or recreational programming to children and youth and/or adults
- Excellent verbal and written command of English and French is mandatory; this is a designated bilingual position.
- Excellent teaching, communication and presentation skills
- Strong customer service skills with the ability to resolve challenging situations with children and adults alike

- Strong computer and word processing abilities
- Ability to work both collaboratively and independently.
- Comfortable working in various conditions: in all seasons, in all weather, on uneven rugged and steep terrain, on trails requiring several kilometres of walking/hiking at times, in wilderness areas, in or near water, on frozen lakes, in canoes or kayaks
- A clean police record check, and vulnerable sector screening will be required prior to hiring and shall be maintained as a condition of employment.
- Valid Class G Ontario driver's license.

ASSET QUALIFICATIONS

- Current Ontario College of Teachers Certificate in good standing
- Experience in teaching all ages and/or outdoor education
- Valid CPR & First Aid

EMPLOYMENT TERMS: This is a full-time position (35 hours per week) with a six-month probationary period. Work week is primarily Monday to Friday but may require occasional weekend hours.

The primary work location is the Lake Laurentian Conservation Area Nature Chalet located at 2309 South Bay Rd, Sudbury. Public transportation to the primary work location is not available. Travel to schools for on-site programming is also required occasionally. Compensation for personal vehicle use is provided. This position requires attendance on site during work hours and is not eligible for hybrid work.

COMPENSATION: 35.46 to 37.44/hr., vacation accruing at 6% (~3 weeks), a private defined contribution pension plan, group insurance, and health and dental benefits.

TO APPLY: Applicants are invited to submit a resume and cover letter clearly demonstrating how the eligibility requirements have been met. Contact information for three professional references must be included. Proof of professional certifications and/or graduation from post-secondary institution(s) may be requested.

Applications must be submitted by e-mail to Daniela.Stuewer@ConservationSudbury.ca by 6 PM on Friday, November 20, 2026. All applicants will receive an e-mail reply confirming receipt. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls, drop-offs or faxes please.

Conservation Sudbury is an inclusive workplace and welcomes applications from people with disabilities; accommodations are available upon request.