



ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION

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Job Description – Assistant Conservation Education Coordinator

- Position:** Full time Assistant Conservation Education Program Coordinator
- This person will report to and receive direction from the Conservation Education Program Coordinator, in addition, significant time will be spent with the President of A.H.E.I.A. However, the candidate must be well-motivated and able to work on his or her own with minimal direct supervision.
- External Relationships:** This person will be required to liaise with all existing Conservation Education volunteer instructors and recruit, train, certify, and provide direction and assistance for new and existing volunteers in all Conservation Education program elements.
- Alberta:** The Province of Alberta will be the general geographical area covered by the Assistant Coordinator. Location of office is in our Edmonton Centre, the Edmonton Conservation Education Centre for Excellence. The majority of effort will be expended in the Edmonton Area.
- Expectations:**
- To work in a team environment.
 - To report regularly on activities including a brief written monthly report to the President.
 - To report on a weekly basis as to the general locations that the Assistant Coordinator expects to be. This report is sent to the President.
 - To record and report statistics and delivery in a variety of prescribed ways.
 - To promote membership in A.H.E.I.A. and compliance with A.H.E.I.A. policies and procedures
- The following items are of critical importance and are to be kept foremost in the completion of any of the duties mentioned under specific responsibilities:
- Must be prepared to demonstrate a strong service mentality, treating volunteers as customers. The volunteers are crucial to the continued success of the Conservation Education Program elements and must therefore be treated with due respect and diligence.
 - Must be honest and trustworthy.
 - Must be detail oriented.
 - Must be effective in balancing warmth with professionalism.
 - Must be a willing listener.

- Must be adaptable and flexible.
- Must be willing to work odd hours from time to time and the Assistant Coordinator must therefore be able to work extensive evening and weekends in order to accommodate the time volunteers have available.
- Must be willing to take any additional training if asked.
- Must be willing to do a wide variety of tasks.
- Must be bondable
- Must be willing to sign a confidentiality agreement.

Specific Responsibilities:

- 1) The candidate will cooperate with a network of Instructors throughout Alberta who will ensure the availability of Conservation Education in all locations. Particular focus is from the area Red Deer North and in particular, the Edmonton office.
- 2) To explain Conservation Education policy and philosophy to all volunteers to ensure an acceptance of and uniform application of policy and procedures province wide.
- 3) The distribution of Conservation Education supplies ensuring that all involved understand user fee structure, as well as keeping an accurate record of accounts receivable. This includes ensuring that all volunteers successfully complete the volunteer screening process.
- 5) Shipping and receiving supplies will require that the candidate be physically fit and able to load and unload training aids as required.
- 6) To contribute regularly to the A.H.E.I.A. Magazine.
- 7) To help coordinate and assist at special functions such as the Sportsman's Shows, seminars, shoots at the Calgary Firearms Centre as well as other special programs or events.
- 8) To organize and assist with the annual youth seminars and youth camps at various AHEIA properties.
- 9) To assist with the annual Outdoor Women's Program at Alford Lake and assist with setting up and co-coordinating an annual Outdoor Women's seminar at the Calgary Firearms Centre.
- 10) To assist with pellet rifle programs as well as assisting with a portable structure that would be transported to various locations including the Sportsman's Shows etc.
- 11) To assist with archery program as well as assisting with a portable structure that would be transported to various locations including Sportsman's Shows, etc.
- 12) To work with the Program Coordinator to organize the First Time Hunter Program and to work to grow its reach and success exponentially.

- 13) To assist in all other facets of Conservation Education Program delivery from time to time on an as required basis.
- 14) Delivery of all aspects of Conservation Education programming including the CFSC and the CRFSC.
- 15) The work week is generally viewed as a minimum of 40 hours per week and will include weekend work from time to time depending on events and programming. Generally however, the hours of work are flexible and based on when volunteers are available to assist. This means that the majority of hours will be expended on evenings and weekends. Substantial time will be spent with the Firearms Education Coordinator in this regard.
- 16) To assist with the registration, cataloguing, storage and security of all firearms in the AHEIA collection. Substantial time will be spent with the Firearms Education Coordinator in this regard.
- 17) To undertake other duties as required.

Qualifications:

A College Diploma in Resource Technology, or a University Degree in Resource Management, or the equivalent in training and experience.

- Strong public relations and interpersonal skills.
- A strong background in all Conservation Education Program elements.
- Ability to effectively motivate and supervise projects to their successful and timely completion.
- Ability to be a self-starter.