



**ALBERTA
HUNTER EDUCATION
INSTRUCTORS' ASSOCIATION**

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**Alberta Hunter Education Instructors' Association
Job Description**

- Position:** Assistant Conservation Education Program Coordinator (Hereafter referred to as Assistant Coordinator)
- Reporting Relationships:** 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. This person will be an employee of the A.H.E.I.A. Authority for the position is granted from the Conservation Education Program Coordinator and accountability is to the President of AHEIA
- External Relationships:** This person will be required to liaise with all existing Conservation Education volunteer instructors and recruit, train, certify, and provide direction for new volunteers in all Conservation Education program elements. In addition to volunteer instructors, the Assistant Coordinator will liaise with a number of government agencies, associate educational affiliates, school administration and youth organizations inclusive of, but not limited to troops of scouts, cubs, guides, brownies, cadets, and church youth groups.
- Northern Alberta:** The area from Red Deer North will be the general geographical area covered by the Assistant Coordinator. It should be noted that from time to time responsibilities will include a larger geographic area not limited to Northern Alberta. The reporting office and location of the day to day work will be the Edmonton Conservation Education Centre for Excellence.
- Expectations:**
- X To work in a team environment.
 - X To report regularly on activities including a written monthly report.
 - X To record and report statistics and delivery in a variety of prescribed ways.
 - X To promote membership in A.H.E.I.A. and compliance with A.H.E.I.A policies and procedures
 - X To provide a pre-employment screening including Vulnerable Sector information check

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:

- X 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.
- X Must be honest and trustworthy.
- X Must be detail oriented.
- X Must be effective in balancing warmth with professionalism.
- X Must be a willing listener.
- X Must be adaptable and flexible.
- X 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.
- X Must be willing to take any additional training if asked.
- X Must be willing to do a wide variety of tasks.
- X Must be bondable.
- X Must be willing to sign a confidentiality agreement.
- X Must be technology / computer literate

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.
- 2) To explain Conservation Education policy and philosophy to all volunteers to ensure an acceptance of and uniform application of policy 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.
- 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 Festival, seminars, and other scheduled programs.
- 8) To organize and manage a minimum of one annual youth seminar at each of the Association properties: Alford Lake Conservation Education Centre for Excellence and the Edmonton Conservation Education Centre for Excellence
- 9) To create and organize a minimum of one youth summer program at Alford Lake Conservation Education Centre for Excellence for a minimum of one week per year.

- 10) To create and coordinate a youth shotgun shooting training at the Calgary Firearms Centre or other property that may be available.
- 11) To create and coordinate a youth archery and to promote AHEIA's NASP program and enrollment in same
- 12) To create a junior instructor program providing incentive for youth to participate and consider entry into Conservation Education as instructors.
- 13) To create an annual youth competition for shotgun, rifle and archery.
- 14) To assist in the development of a youth fishing program allowing opportunity for students to compete and participate province wide.
- 15) To work with the Program Co-ordinator to organize the First Time Hunter Program and to work to grow its reach and success exponentially.
- 16) To assist in all other facets of Conservation Education Program delivery from time to time on an as required basis.
- 17) To promote and use the On-Line training products AHEIA has available as well as assist in the growth of the On-Line suite of products
- 18) 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.

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

Salary:

Commensurate with experience and the ability of the A.H.E.I.A., acting as a charitable foundation, to raise grants, donations, or other funding to provide remuneration for this position. The Youth/Assistant Coordinator must have his/her own transportation, although A.H.E.I.A. provided vehicles may be available from time to time. If a personal vehicle is used on the Association's behalf, reimbursement will be made on a per kilometre basis with prior approval for use.

Term:

This is a term employment position. Employment is on a contract basis where employment is granted for the initial probationary period of three months. Future terms will be granted on an annual basis and will renew automatically based on:

- a) mutually agreed upon terms and performance,
- b) available funding for the position,
- c) future growth of all Conservation Education Program elements.

**Rights
& Obligations:**

- 1) The prospective employee may need to agree to a pre-employment medical.
- 2) A.H.E.I.A. will have the right to terminate its contract with the Assistant Coordinator on written notice to the Youth/Assistant Coordinator if:
 - a) the Assistant Coordinator does not perform his/her obligations under the Contract, in which case A.H.E.I.A. can terminate the Contract on five days written notice to the Assistant Coordinator without any additional compensation, or
 - b) if, due to illness or other incapacity, the Assistant Coordinator is unable to perform his/her obligations under the Contract for a period in excess of 30 consecutive days, then A.H.E.I.A. is entitled to terminate the Contract on 15 days written notice without any additional compensation, or
 - c) if the Assistant Coordinator commits any illegal act, A.H.E.I.A. is entitled to terminate the Contract on one days written notice without any additional compensation.
 - d) A more formal contract describing terms and conditions of employment will be made available at the time an offer of employment is provided to the candidate