



<b>Position Title:</b>	Conservation Program Supervisor		
<b>Responsible To:</b>	Conservation Program Manager		
<b>Posting Date:</b>	April 4, 2024	<b>Closing Date:</b>	April 25, 2024
<b>Position Type:</b>	Full Time (Temporary) Canada Summer Jobs Position	<b>Salary:</b>	\$23.00 / Hour
<b>Hours per week:</b>	30 - 40  Monday – Friday (8:30-4:30) Occasional weekend work may be required	<b>Work Location:</b>	Alberta Fish and Game Association Office  13045-156 St. Edmonton, AB

### Job Overview

Here at the Alberta Fish and Game Association, we are Alberta's leaders in conservation promoting responsible stewardship, and our provincial network of clubs and members. We are hiring an inspiring and energetic conservation program supervisor to mentor program leaders, deliver programs, and to take the lead role in responding to program issues. This is an excellent opportunity if you love the outdoors, wildlife, or fishing and are a dedicated and ambitious individual.

### Job Description:

- Mentor, support, and provide guidance to program leaders
- Initial point of contact for summer day camp parent inquiries
- Take lead role if an emergency occurs during a program
- Research, plan and deliver programs including summer day camps
- Monitor and supervise program participants
- Equipment inspection, review and inventories
- Event support
- Sign children in and out of camp with the authorized individual
- Conduct safety assessments of work location each day before and during programs
- Provide appropriate first aid treatment to program participants as needed
- Prepare reports as required
- Promote the Alberta Wildlife Federation, our programs, and products at meetings and events
- Contribute to publications (magazines, newsletters, annual report, etc.) by writing articles, reports, and summaries as required
- Follow and adhere to safe work practices, policies, and procedures
- Other administrative duties as assigned

### Skills:

- Public speaking
- Leadership
- Experience using Microsoft 365



# ALBERTA WILDLIFE FEDERATION

Conservation Programs Supervisor

Job Posting #202401

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- Creative
- Collaborative
- Organized
- Excellent written and verbal ability to write and communicate well in presentations, emails, marketing campaigns, staff and customer interactions

## Qualifications:

- 18 years or older
  - Current Intermediate First Aid, AED, and CPR
  - Experience delivering programs to children would be an asset
  - A minimum of 2 years post secondary education in physical activity, biology, science, education, or related field.
  - Class 5 driver's license
  - The successful candidate will be required to provide a clear vulnerable sector police information check
  - Candidate meets requirements to be funded through the Canada Summer Jobs program.
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## To Apply:

Send resume and cover letter:

Attention: Kelly Carter, CEO  
Alberta Wildlife Federation  
13045 – 156 St. NW  
Edmonton, AB T5V 0A2  
[Office@AlbertaWildlifeFederation.ca](mailto:Office@AlbertaWildlifeFederation.ca)

Applications will be accepted until April 25, 2024 or until position is filled.