**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: BRIGHTWATER ASSISTANT**

**Immediate Supervisor: BRIGHTWATER CONSULTANT**

**Core Function:**

Under the direction of the Brightwater Consultant, the Brightwater Assistant will work to support the development and delivery of on-site programs that will increase student understanding of nature and the human responsibility to sustain it. The position will also support the Brightwater Consultant in the day to day operations of the Brightwater site.

**Duties and Responsibilities:**

1. Assists the Brightwater Consultant in delivering land-based educational programming that meets the learning goals of the Brightwater site.
2. Assits in the maintenance of the site’s day to day operations including opening and closing the facility, greeting overnight groups and providing tours of the site, etc..
3. Implements modifications and adaptations to the environment or materials as directed by the consultant.
4. Assists in creation of presentations, funding proposals and reports.
5. Assist in working with partners and stakeholders in the use of the site to ensure maintenance of the ecological integrity.
6. Provides assistance to the Brightwater Consultant in preparing, organizing and maintaining instructional materials and resources (i.e. microscopes, stereoscopes, probware, soil cores, water quality test).
7. Acts as a cooperative staff member in working with all students, staff, parents, and other community members.
8. Performs such other duties as may be assigned to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Successful completion of post secondary education in biology. A combination of education and experience may be considered.
3. At least one year of previous related experience.
4. Driver’s license and access to a reliable vehicle.
5. Strong interpersonal and communication skills. A demonistrated ability to engage students and teachers.
6. Wilderness First Aid training is an asset.

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