Job Opportunity: spring/summer & fall/winter positions

Operations Coordinator

Location: Scales Nature Park, Oro-Medonte, Ontario- subsidized shared accommodations available
Duration: Varies with position, minimum 8 weeks with extension up to one year internship possible
Eligibility Requirement: Must be eligible for federal Youth Employment Strategy- up to 31 years of age
Salary: $18-$23/ hour, 35 hrs/week

Duties will include (but are not limited to)**:**

- Develop and oversee daily operations of the nature centre to ensure operational efficiency
- Schedule and supervise staff and volunteers, provide mentorship, conflict resolution, etc.
- Monitor completion of assigned duties and address any emerging needs
- Ensure nature centre and surrounding areas are ready for public visitation when the centre is open
- Perform all functions of site supervisor role, on a rotational basis, including office coverage, first aid and emergency response, incident reports, and related tasks
- Coordinate client bookings and communications via email and phone
- Coordinate, and lead the delivery of, onsite programming, including guided tours, birthday parties, school programs, day camps, home school programs, etc.
- Coordinate husbandry of a collection of ~400 reptiles and amphibians, including record-keeping, feeding, cleaning, medicating and other tasks while ensuring high standards of animal welfare
- Coordinate ordering supplies, sorting and storage of donated materials including food, etc.
- Coordinate routine maintenance activities and repair projects
- Identify and prioritize facility needs and report issues promptly to the Executive Director
- Supervise maintenance of outdoor areas, including driveways, lawns, gardens and trails
- Assist with firewood processing and operations of wood furnace heating systems
- Foster a positive and inclusive environment for all team members
- Respond promptly and professionally to phone calls, emails and general inquiries
- Maintain organized records, schedules and documentation
- Assist with creating interpretive signage, promotional posters, and other educational or marketing materials for programs and events
- Assist with content creation for social media platforms in accordance with a social media policy
- Assist with developing funding proposals to support continued operations of the nature centre

Requirements:

- Demonstrated leadership skills and proven ability managing staff and volunteers including supervision, training, mentorship, and conflict resolution
- Proven experience in operations or facility maintenance (non-profit setting an asset)
- Ability to follow detailed protocols, stay organized, task switch and prioritize conflicting goals
- Comfortable working around animals and understanding of basic animal care practices, experience with reptile and amphibian husbandry and feeder insect colonies, is an asset
- Valid G license with a clean record; ability to drive in both urban and rural settings, experience driving larger vehicles, towing trailers and operating tractors an asset
- Demonstrated self-direction and effective time management with minimal supervision
- Flexibility regarding scheduling, weekends and occasional evenings are required

- Ability to work and thrive as part of a close-knit team in a live/work setting
- Comfortable working in diverse indoor and outdoor environments, including conditions such as cold and hot temperatures, high humidity or confined spaces, etc.
- Exceptional verbal communication and relationship-building skills with diverse audiences
- Ability to lift up to 23 kg (50 lbs), hike trails with a backpack
- Valid First Aid Certification required, advanced levels considered an asset
- Experience operating basic tools, landscaping, or related equipment required, repair skills an asset

Shared accommodations may be available on-site within the main building or in nearby staff housing at a subsidized rate. Preference may be given to candidates that will live on site.