

JOB DESCRIPTION

Section 1 – Identification Data

Position Number: 00100180

Position Title: Y2C2 Green Team Steward

Incumbent: Vacant

Supervisor's Title: Youth Programs Coordinator

Supervisor's Position Number: 14120

Department: Environment

Branch/Unit: Conservation Officer Services

Location: Whitehorse

Date Completed: January , 2009

Medical Clearance Required: No

Security Clearance Required: Yes

Section 2 - General Summary

State briefly the general nature of the job to provide an immediate impression of the duties and particular functions. Should not exceed 2 to 3 lines.

This position is part of the Yukon Youth Conservation Corps (Y2C2) program; assignments vary depending on the nature of the projects approved by the Y2C2 Selection Committee and may include research, updating learning resources, delivery of conservation camps, and biology fieldwork. The Team Steward position oversees implementation of hands-on conservation-related projects in various locations around the territory.

This position also acts as an assistant to the Youth Programs Coordinator which may involve organizing special events, environmental day camps, staff trainings, scheduling projects and providing administrative support.

Section 3 - Organizational Structure

Describe, in narrative form, the place of this position in the organization, including peers (those positions reporting to the same supervisor as the topic position), subordinates, and supervisor's supervisor.

This position Stewards three Y2C2 Green Team positions and reports to the Youth Programs Coordinator who reports to the Conservation Education Coordinator (pos. #14-006).

Section 4 - Principal Duties and Responsibilities (limit to 10 Duty Statements)

Only major duty statements, not detailed tasks.

1. Stewards a crew of up to 3 Green Team members (typically post-secondary students); providing direction on various work projects; ensuring safe work practices are followed; modelling accepted physical work behaviour and environmental ethic; monitoring quality of work and providing appropriate feedback; ensuring records are accurate and submitted in a timely manner; and completing reports.
2. Manages implementation of conservation-related projects, which includes planning and developing work plans with project proponents; completing job hazard analysis and implementing appropriate safety measures; hands-on participation; documenting work accomplished, and writing feedback reports for department and project proponents.
3. Participates fully in on-the-job training and other educational opportunities as a recipient, planner and deliverer, and facilitates group discussion, learning and action on issues relating to environmental sustainability, natural resources, individual responsibility and other program foci.

4. Reviews, researches, writes, and updates/creates learning resources, guides and or Internet web sites for teachers and school-aged children, and nature interpretation materials aimed at the general public, including panels and oral presentations.
5. Collects and tabulates field data for scientific or socio-cultural studies, through observation, personal interviews, computer data entry, and on-line surveys.
6. Plans, schedules, prepares and delivers educational activities for school-aged children, including multi-day residential camps.
7. Participates fully in duties associated with the smooth operation of field camps (if required) including preparation and loading of camping equipment; planning menus and overseeing purchase, safe storage and transportation of foodstuffs; on-site setup and decampment with attention to minimum impact; and participation in appropriate off-duty activities.
8. Oversees the practice of safe and respectful work habits including worksite tidiness and organization; proper handling, maintenance and storage of equipment and tools; proper use of vehicles; wearing of appropriate safety gear; and punctuality.

Section 5 - Contacts

Describe, in narrative form, the working relationships inherent to the success of the job.

- Contact with supervisor direction and information exchange
- Contact with colleagues, for collaboration, ideas and co-operation in training.
- Contact with representatives of agency project sponsors (Government of Yukon, Government of Canada, First Nations, Boards and Councils, municipal governments and NGOs) for project-specific training, supervision, problem-solving, and performance evaluation.
- Contact with school-aged children, and members of general public, as recipients of educational programs.
- Contact with other department staff for information exchange.

Section 6 - Problem-Solving

List three examples of problems, issues, or complexities most typically encountered in the job AND describe the actions this job takes to resolve each problem listed.

1. Projects may not be well-planned by the project sponsor. The incumbent would analyze the situation, suggest the best course of action, and consult with both his/her direct supervisor and the project sponsor. The incumbent would explain specific challenges to project sponsor and make suggestions as how to rectify them. If appropriate and approved, he/she would take charge and take action to ensure success of project, including consultation with relevant contacts.
2. While working with children in an educational program, one or more of the children may exhibit disrespectful and challenging behaviour. The incumbent must try to understand what is happening for the child, be clear about expectations and outline consequences for continued disruptive behaviour. If behaviour continues, the incumbent would consult with project sponsor and direct supervisor, and possibly the HR Branch, and if agreed upon, take appropriate action.

3. In carrying out certain projects, there may be a situation where weather conditions are severe or all necessary safety equipment has not been supplied. While working, the incumbent must adopt a "safety first" attitude. If unsafe, a project must be postponed or cancelled. The incumbent would inform the project sponsor and supervisor, and suggest alternatives for meeting the project goals and objectives.

Section 7 - Specific Accountabilities

1. **Describe final decisions regularly made for which the incumbent is held accountable.**
 - Tactical/safety decisions made in response to changing conditions on various work assignments e.g. changes in schedule for educational activities in light of different weather conditions, participant behaviour, or inadequate equipment.
 - Logistical planning decisions around trainings and field projects including vehicle, equipment, and other safety requirements.
 - Planning, preparation and presentation of special events and day camps.
2. **What are the expected end results of this position, i.e. what are the impacts of performing the Principal Duties and Responsibilities?**
 - Ensure health and safety policies and procedures are taught and followed to ensure an accident-free program.
 - Program equipment and other material are well-maintained, inventoried, organized and stored; no significant losses or damage.
 - High satisfaction level from project sponsors, project audiences (children, general public) and the general community.
 - Direct reports (Green Team members) are generally pleased with the Stewardship of the Team Steward, and receive an inspiring and educational summer experience.
 - Incumbent experiences positive learning opportunities in conservation education, ecological stewardship, administrative support and group dynamics.

Section 8 - Budget

1.
 - a) **What is the Annual Budget for the unit under the direct control of the position? N/A**
 - b) **Does the position have the authority to reallocate resources, i.e. transfer budget funds? If yes, provide examples. No**
2. **If applicable, describe other expenditures or revenues influenced by this position and how.**

Position is given signing authority for LPO and petty cash expenditures for field camps (food), basic equipment and tools, and other minor program expenses.

Section 9 - Working Environment

Describe in narrative form the position's working environment which can be generally favourable or include exposure to undesirable conditions.

Since work project assignments will be highly varied, many different environments may be encountered.

This position may require the lifting and handling of objects of up to 30 kg, such as display boxes, building materials, or canoes. Outdoor projects may involve physical exertion while using various hand and power tools. Educational programs with children may include active running games, or outdoor activity such as hiking or canoeing. There may be risk of some physical injury related to tool use.

Camping and working in the outdoors may be required, so incumbent may be exposed to summer weather-related discomfort such as rain, wind, heat, and cold; and wildlife.

Depending on the project, incumbent may be required to travel considerable distances by road vehicle within the Yukon. They may also be required to travel significant distances by other means such as airplane, on foot (hiking), by canoe or other watercraft.

Section 10 - Signatures

The above information on this description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
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<p><u>Director of Human Resources:</u> (Comments)</p> <p>Director: _____</p> <p>Date: _____</p>	<p><u>Deputy Minister:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Deputy Minister: _____</p> <p>Date: _____</p>
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