



**ALBERTA
HUNTER EDUCATION
INSTRUCTORS' ASSOCIATION**

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

Position: Summer Student

Locations Available:

- Calgary Firearms Centre, De Winton, AB
- Alford Lake Conservation Education Centre for Excellence, Caroline, AB
- Calgary Conservation Education Centre for Excellence, Calgary, AB
- Edmonton Conservation Education Centre for Excellence, Edmonton, AB

Reporting: This person will report to and receive direction from the Manager of the Calgary Firearms Centre or the Manager of the Alford Lake Conservation Education Centre for Excellence depending on their assigned location. They will also report to and receive direction from the President of AHEIA.

Responsibilities: This person will be responsible for assisting in the general grounds keeping and facility care of the Calgary Firearms Centre or the Alford Lake Conservation Education Centre for Excellence. This must be done in a responsible manner ensuring that the needs of all visitors and members of the CFC, Alford Lake, Calgary, and Edmonton offices are met. This includes assisting with special events and overall ensuring the grounds are maintained in good working order. This job also includes cleaning the facilities, both inside and outside, under the supervision and direction of the Facility Manager.

Expectations: 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:

- 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.
- Must be honest and trustworthy.
- Must be detail oriented.
- Must be effective in balancing warmth with professionalism.
- Must be a willing listener.
- Must be adaptable and flexible.
- Must be willing to work odd hours from time to time and must be able to work extensive evening and weekends in order to accommodate the time volunteers have available.
- Must be willing to take any additional training if asked.
- Must be willing to do a wide variety of tasks.
- Must be bondable.
- Must be willing to sign a confidentiality agreement.

Specific Responsibilities:

- 1) Facility maintenance
- 2) Assisting with special events
- 3) Grounds maintenance
- 4) Safety

Terms/Conditions: This is an hourly position. Compensation will be paid based on the number of hours worked.

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