



## ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION

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### Alberta Hunter Education Instructors' Association Job Description & Terms of Employment

- Position:** Assistant Conservation Education Program Coordinator (Hereafter referred to as the Assistant Coordinator)
- Reporting Relationships:** This person will report to and receive direction from the Conservation Education Program Coordinator, in addition, significant time will be spent with the President of A.H.E.I.A. However, the candidate must be well-motivated and able to work on his or her own with minimal direct supervision. This person will be an employee of the A.H.E.I.A. Authority for the position is granted from the Conservation Education Program Coordinator and accountability is to the President and Board of A.H.E.I.A.
- External Relationships:** This person will be required to liaise with all existing Conservation Education volunteer instructors and recruit, train, certify, and provide direction for new volunteers in all Conservation Education program elements. In addition to volunteer instructors, the Assistant Coordinator will liaise with a number of government agencies, associate educational affiliates, school administration and youth organizations inclusive of, but not limited to troops of scouts, cubs, guides, brownies, cadets, and church youth groups.
- Southern Alberta:** The area from Ponoka south will be the general geographical area covered by the Assistant Coordinator. It should be noted that from time to time responsibilities will include a larger geographic area not limited to Southern Alberta.
- Expectations:**
- To work in a team environment.
  - To report regularly on activities including a written monthly report.
  - To record and report statistics and delivery in a variety of prescribed ways.
  - To promote membership in A.H.E.I.A. and compliance with A.H.E.I.A. policies and procedures

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 the Assistant Coordinator must therefore 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) The candidate will cooperate with a network of Instructors throughout Alberta who will ensure the availability of Conservation Education in all locations.
- 2) To explain Conservation Education policy and philosophy to all volunteers to ensure an acceptance of and uniform application of policy province wide.
- 3) The distribution of Conservation Education supplies ensuring that all involved understand user fee structure, as well as keeping an accurate record of accounts receivable.
- 4) Shipping and receiving supplies will require that the candidate be physically fit and able to load and unload training aids as required.
- 5) To contribute regularly to the A.H.E.I.A. Magazine.
- 6) To help coordinate and assist at special functions such as the Sportsmen's Shows, seminars, and other scheduled programs.
- 7) To organize and manage a minimum of one annual youth seminar at each of the Association properties: Alford Lake Conservation Education Centre for Excellence, Calgary Firearms Centre, Calgary Conservation Education Centre for Excellence, and the Edmonton Conservation Education Centre for Excellence.
- 8) To create and organize a minimum of one youth summer program at Alford Lake Conservation Education Centre for Excellence for a minimum of one week per year.

- 9) To create and coordinate a youth shotgun shooting league at the Calgary Firearms Centre.
- 10) To create and coordinate a youth archery league using the archery simulator in the Calgary Centre and the outdoor facilities at the Calgary Firearms Centre.
- 11) To create instructor programs providing incentive for volunteers to participate and consider entry into Conservation Education as instructors.
- 12) To create an annual youth and/or women's competition for shotgun, rifle and archery.
- 13) To assist with the delivery of a youth fishing program allowing opportunity for students to participate province wide.
- 14) To work with the Program Co-ordinator to organize the First Time Hunter Program and to work to grow its reach and success exponentially.
- 15) To operate a "mobile learning centre" for the Report-a-Poacher (RAP) Program. This program will travel to schools throughout the province to engage students of all ages with AHEIA's Hunter Mentor Program and the RAP Program.
- 16) To assist in all other facets of Conservation Education Program delivery from time to time on an as required basis.
- 17) To undertake other duties as required.

**Qualifications:**

A College Diploma in Resource Technology, or a University Degree in Resource Management, or the equivalent in training and experience.

- Strong public relations and interpersonal skills.
- A strong background in all Conservation Education Program elements.
- Ability to effectively motivate and supervise projects to their successful and timely completion.
- Ability to be a self-starter.

**Salary:**

Commensurate with experience and the ability of the A.H.E.I.A., acting as a charitable foundation, to raise grants, donations, or other funding to provide remuneration for this position. The Assistant Coordinator must have his/her own transportation, although A.H.E.I.A. provided vehicles may be available from time to time. If a personal vehicle is used on the Association's behalf, reimbursement will be made on a per kilometre basis with prior approval for use.

**Term:**

This is a permanent employment position. Employment is on a contract basis where employment is granted for a probationary period of three months. Future terms will be granted based on:

- a) mutually agreed upon terms and performance,
- b) available funding for the position,
- c) future growth of all Conservation Education Program elements.

Further details are specifically outlined in the employment contract.

**Rights  
& Obligations:**

- 1) The perspective employee may need to agree to a pre-employment medical and a volunteer screening process in place by A.H.E.I.A.
- 2) A.H.E.I.A. will have the right to terminate its contract with the Assistant Coordinator on written notice to the Assistant Coordinator if:
  - a) the Assistant Coordinator does not perform his/her obligations under the Contract, in which case A.H.E.I.A. can terminate the Contract on five days written notice to the Assistant Coordinator without any additional compensation, or
  - b) if, due to illness or other incapacity, the Assistant Coordinator is unable to perform his/her obligations under the Contract for a period in excess of 30 consecutive days, then A.H.E.I.A. is entitled to terminate the Contract on 15 days written notice without any additional compensation, or
  - c) if the Assistant Coordinator commits any illegal act, A.H.E.I.A. is entitled to terminate the Contract on one days written notice without any additional compensation.

Further details are specifically outlined in the employment contract.

**Applications:**

**Apply by email and in confidence to:**

Robert A. Gruszecki, President  
Alberta Hunter Education Instructors' Association  
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