



**December, 2021**

**POSITION TITLE:** Youth Program Coordinator

**DURATION:** Permanent full-time

**START DATE:** January 2022

**About Earth Rangers:**

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child in Canada. We do this through a suite of free programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging – but more importantly, they show children that it's not too late to help the planet, and the things we do today will matter tomorrow.

Earth Rangers currently has over 50,000 active members across Canada and since launching the membership program in 2013 has built up a community of over 250,000 alumni, many of whom are in their teens and early 20s. Currently there is no program or communications plan for how to continue to engage these alumni or other youth beyond elementary school age.

Earth Rangers is seeking a Youth Program Coordinator to help develop a program for youth that can act as both as an extension of the existing Earth Rangers membership program and potentially an opportunity to connect with other youth who Earth Rangers has not yet engaged. This position requires a passionate, creative and organized individual to work with the programs staff and external stakeholders to see it through from ideation to launch.

**Key Responsibilities Include:**

- Conduct extensive desk research about youth environment organizations and other relevant youth-led initiatives.
- Meet with relevant organizations and youth leaders to determine where gaps exist and what role Earth Rangers might play in helping to fill them.
- Work in collaboration with Earth Rangers data analysts to better understand the Earth Rangers alumni community to help inform program development.
- Engage with alumni through surveys, phone calls and face to face meetings to better understand their needs and interests.
- Test engagement tactics and opportunities with our existing alumni and the broader youth community.
- Develop a partner network across the sector to ensure information sharing and collaboration with other likeminded organizations.
- Coordinate and facilitate a working group/committee at Earth Rangers to assist with program development.
- In collaboration with the committee, develop a pilot plan for alumni / youth engagement at Earth Rangers by Oct 2022.



- Manage the pilot and regularly report on the status of program deliverables to various stakeholders.
- Some travel likely to be required.

### **Desired Skills and Qualifications**

- Postsecondary education in a related field
- Minimum of 2 years of volunteer or professional experience with youth programs
- Experience in the development and oversight of experiential education programming for middle- or high school-aged youth
- Demonstrated ability to effectively collaborate on cross-functional and multi-disciplinary teams, multi-tasking, establishing priorities, and meeting deadlines
- Understanding of project/program management fundamentals an asset
- Experience with and passion for the environment, conservation, and working with youth
- Excellent oral and written communication skills
- Highly organized
- Proficient with Microsoft Office products
- Police Record Check will be required
- Additional training and/or certification in youth protection and safety likely to be required

### **Reporting Structure**

This position will initially report to the Vice President, Programs and will also have accountability to the program development committee. After program launch the position will transition under a Program Manager.

*Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.*

*Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.*

**Please send your cover letter and resume to [HR@earthrangers.com](mailto:HR@earthrangers.com)**