



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Environmental Outreach & Sustainability Coordinator	<b>CLASSIFICATION:</b> Union, Full-Time
<b>DEPARTMENT:</b> Community Services	<b>SALARY LEVEL:</b> \$75,293.40-\$83,665.40 (Grade 9; 2024 Rate)
<b>LOCATION:</b> Municipal Centre, 2585 King Road, King City	

### JOB PROFILE:

#### Function:

Reporting to the Supervisor, Environmental Outreach & Sustainability, the Environmental Outreach & Sustainability Coordinator is responsible for leading the development and implementation of community environmental activities, programs, and initiatives. The position will lead environmental projects and work collaboratively within the Environmental Outreach & Sustainability division to implement actions and deliverables identified in corporate plans and strategies. Additionally, this position will focus on advancing existing and creating new environmental nature-based programs, conducting environmental outreach, acting as a liaison for the King Environmental Action Team, and working with environmental community organizations.

#### Reports to:

- Supervisor, Environmental Outreach & Sustainability

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Develop, coordinate and implement new partnerships, nature-based programs, habitat restoration and workshops that engage the community in environmental initiatives.
- Develop, implement and facilitate curriculum-based education programs based on nature appreciation, biodiversity and conservation.
- Develop, and implement environmental monitoring, citizen science engagement and pursue partnership opportunities including but not limited to:
  - Species at Risk
  - Restoration
  - Invasive Species

- Long term snake monitoring
  - Salamander monitoring
  - Bird & duck nesting boxes
- Implement project deliverables with the Environmental Stewardship & Naturalization Coordinator by working closely with community groups, schools, volunteers and planting partners.
  - Assists with the development, review and update of various corporate environmental policies, plans and procedures.
  - Work with Growth Management Services planning division to lead development submission review of the ThinKing Green Development Standards for the Environmental Sustainability & Outreach team.
  - Work collaboratively with the Environmental Outreach & Sustainability team to implement various environmental projects and events as required.
  - Assist in conducting site assessments to determine the feasibility of potential environmental projects.
  - Act as staff representative to the King Environmental Action Team (KEAT) and work with the team to implement projects, prepare monthly KEAT agenda, take minutes, monitor progress and track accomplishments.
  - Coordinate environmental stewardship outreach at events led by the Community Services Department.
  - Work with community groups and stakeholders to support projects deliverables that align with municipal plans and strategies.
  - Make recommendations on operational policies and procedures to ensure participant safety and responsible risk management.
  - Perform regular scans and actively seek funding sources (grants, partnerships) relating to environmental plans, projects, and initiatives.
  - Implement invasive species management monitoring and removal throughout the Township working collaboratively with partnering organizations.
  - Work collaboratively with the Communications division to create marketing material relating to environmental initiatives and program promotions.
  - Liaise with other levels of government to ensure compliance with legislative and other regulatory requirements (related ministries, public health etc.).
  - Participate as a municipal representative on internal and external working groups and committees.
  - Produce budget proposal, financial statements and activity reports as required and monitor and track divisional budget.
  - Provide training and supervision, assign shifts and schedules to seasonal environmental labourers, co-op students and volunteers on a day-to-day basis.
  - Schedule the usage of municipal facilities and program booking using Xplor Recreation software.
  - Model and practice HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
  - Perform other duties as assigned in accordance with Township objectives.

**Education/Experience:**

- Four (4) year post-secondary education in environmental science, biology or a related discipline.
- Minimum of two (2) years of experience delivering community-based education programs or services.
- Experience developing and leading nature interpretation activities outdoors.
- Demonstrated knowledge of environmental issues, ecosystem management best practises and natural areas in King Township.
- Demonstrated ability to plan and implement environmental programs effectively.
- Excellent project management skills, communication (both oral and written), budget management, work plans and problem-solving skills.
- The ability to communicate effectively with all levels of staff, stakeholders and the public.
- Valid First Aid, CPR-C, WHMIS/GHS an asset.
- HIGH FIVE® certification is considered an asset.
- Working knowledge of Microsoft Office skills (e.g. Work, Excel, Outlook) with the ability to manipulate data and create complex spreadsheets.
- Ability to prepare financial records and statistical reports, correspondence, guidelines/procedures and other written materials.
- A team player with excellent interpersonal skills and the ability to coordinate and guide the work of other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Valid G Class Driver’s License, driver abstract will be required.
- Required to submit a vulnerable sector screening.

**Conditions of Employment:**

- Required to work in a general office environment with travel to satellite locations.
- Work involves mental and visual concentration with frequent interruptions.
- Must be able to meet deadlines.
- Ability to work outdoors in inclement weather
- Must be legally authorized to work in Canada.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_