



MARS
WILDLIFE RESCUE CENTRE

**MARS VISITOR CENTRE
WILDLIFE EDUCATION
ASSISTANT 2021**

Title: Wildlife Education Assistant

Type: Full-time, temporary (starting in June)

Schedule: Thursdays through Mondays, 7 hours/day

Number of positions available: 4

Compensation: \$16/hour

Closing: Open until filled

MARS Wildlife Rescue Centre is a busy wildlife rehabilitation and education facility located in Merville on Vancouver Island, BC. Since moving to our new location in 2017, MARS has treated over 3600 animals, including raptors, songbirds, raccoons, and fawns.

[Our mission statement is: to conserve and protect wildlife and its natural habitat through wildlife rehabilitation and education.](#)

The MARS Visitor Centre was built to complement our mission statement, and officially opened in June 2019. It features displays, interactive exhibits, a children's play area, an animal-themed gift shop, and an outdoor wildlife viewing area. We anticipate an increased community interest from the public in 2021 at the Visitor Centre.

The Wildlife Education Assistant will work at the MARS Visitor Centre and provide support to the education program, assisting with the creation of displays, admission of guests, and sales in the gift shop. The successful candidate will have the opportunity to gain valuable experience with education and fundraising, as well as knowledge about local wildlife ecology and conservation.

Responsibilities

- Assist in implementation of the MARS wildlife education programs with supervision from the Visitor Centre Manager, and guidance from the ambassador handlers and volunteer educators.
- Assist with planning, and organization of programs or activities at the MARS site that are engaging, age appropriate for various groups, and well suited to the seasonal conditions.

- Lead planned programs and ad hoc tours of the MARS site for guests and attendees, as team members of the MARS Visitor Centre.
- Supervise guests to ensure their safety on site. Ensure standards of safety are strictly maintained for all program attendees on trails and surrounding the ambassador mews;
- Monitor and assist in reporting on program attendance and property activities for board reports including recommendations for ongoing program improvements, and future site development;
- Support the educational and fundraising activities of the Special Events Team on site and at community events, and the Education Program Advisory Committee at the MARS Visitor Centre;
- Assist in gift shop duties, including display of inventory and sales of merchandise to fund rehabilitation programs as needed. Assist with sales handling and donation processing ad hoc;
- Assist with design and organization of displays, including setup of outdoor education displays and assisting the Special Events Team to process sales and donations at scheduled events.

Eligibility

This position is dependent on funding from the federal Canada Summer Jobs program. To be eligible for this funding, applicants must meet the following criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Requirements

- A background in education, communication, biological or environmental studies;
- Experience with public speaking, planning and creation of public educational displays;
- Cash handling experience an asset;
- Must be local to the area, have a valid driver's license, and provide own transportation to and from work;
- The successful candidate will need to submit a Criminal Record Check before starting work.

Application Instructions

To apply for this position, please email your resume and cover letter to info@marswildliferescue.com. Documents should be attached in PDF form, with your name and “Wildlife Education Assistant” in the subject line.

Please note that only short-listed candidates will be contacted for interviews. This position is dependent on funding from the Canada Summer Jobs program, which may not be confirmed by Service Canada until May.