



TRACKS Youth Program
TRent Aboriginal Cultural Knowledge and Science

[705-748-1011 ext. 6381](tel:705-748-1011)
1600 West Bank Drive Peterborough Ontario K9L 0G2
www.tracksprogram.ca
facebook.com/tracksyouthprogram/
instagram.com/tracksprogram/

JOB POSTING: Education Program Assistant

Title: Education Program Assistant
Program: TRACKS – Education Program
Start Date: October, 2021
Contract: 12-month contract with benefits/vacation package
Status: Full-time (35 hours/week)
Probationary Period: 3 months
Wage: \$17.00/hour
Reporting to: Education Director
Number of positions: 1

Part One | Program Description

TRACKS (TRent Aboriginal Cultural Knowledge and Science) is an educational program based on Michi Saagiig Anishnaabeg territory. We are hosted by Trent University within the Indigenous Environmental Studies and Sciences Program (IESS) and operate in partnership with founding partner organization Kawartha World Issues Centre and the First Peoples House of Learning. TRACKS consists of two distinct and connected programs: **Education** and **Oshkwazin Indigenous Youth Leadership**.

IMPORTANT: This posting is for the TRACKS Education Program. Before applying, please review our [website, www.tracksprogram.ca](http://www.tracksprogram.ca), to understand the mandate of the Education Program.

Part Two | COVID-19 Update and Conditions

Due to COVID-19 and the guidelines of Trent University, TRACKS Youth Program is operating in predominately virtual spaces for the foreseeable future. The majority of programming, office hours and staff training will take place online (video calls, e-mails, etc.) A main component of this position is to develop and lead educational programming for schools, extra-curricular programs and families that encourages youth to get outside and engage in hands-on activities, while following COVID-19 safety measures. Contract Responsibilities and work location may be subject to change with appropriate notice and in accordance with guidance from Peterborough Public Health and Trent University.

Part Three | Position Details

The TRACKS Education Program Assistant will have a strong background/interest in Science, Technology, Engineering and Mathematic (STEM) subjects and Indigenous traditional ecological knowledge. This position is responsible for developing and delivering school workshops and camp programs as well, as contributing to the development of new curriculum and projects.



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Key Responsibilities:

- Participate in mandatory staff training upon hiring
- Maintain regular work hours and be in regular communication with the Education Director
- Carry out programming in a fun, engaging and innovative manner, while respecting appropriate online educational protocols
- Encourage participants to participate in hands-on science, math and traditional knowledge activities
- Communicate with teachers and parents for virtual workshop logistics (including setting up video calls, sending evaluations, and other administrative tasks as necessary)
- Develop, prepare and pack remote learning activity kits
- Assist with ongoing brainstorming, development and revising of programs
- Maintain inclusive educational spaces and serve as a positive role model while representing TRACKS
- Contribute to the future of the program by participating in evaluation, providing feedback and sharing success stories on a regular basis
- Other duties as assigned by the Education Director

Required Skills and Qualifications:

- Experience working with children under the age of 14
- Confident computer skills such as word processing, email communication and video conferencing
- Strong independent work ethic and reliability during work from home measures
- Experience with, or significant awareness of, Indigenous cultural knowledge
- Ability to take direction and feedback
- Willingness to collaborate with others and work with a team as necessary
- Reliable and respectful communication towards coworkers, supervisors and program participants
- Excellent people skills and a friendly attitude
- Experience with conflict resolution
- Willing to work a flexible schedule (may include some evenings and weekends)
- Valid driver's license and access to vehicle is seen as a strong asset

Other Qualifications and Assets:

- Traditional Ecological Knowledge that pertains to beading, quillwork, weaving, hunting, fishing, harvesting, plant identification, dancing etc., are highly valued
- Experience facilitating online workshops and/or learning considered a strong asset
- Experience working in or with Indigenous communities
- Background in environmental sciences, math, or other STEM disciplines an asset
- First aid training
- Lifeguard certification
- Successful candidates will be required to submit a Police Vulnerable Sector Check prior to employment
- All candidates must provide references



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Part Four | TRACKS Hiring Policies

TRACKS is committed to strengthening Indigenous leadership across the organization and strives for equity in its hiring. TRACKS specifically welcomes applications from all qualified candidates including those experiencing marginalization, including Indigenous people (including First Nation, Metis, Inuit and non-status), women, people with disabilities, people of colour, those identifying as two-spirit or LGBTQ, parents and caregivers, and those dealing with adversity in their lives. We commit to making reasonable accommodations for those needing additional support, as much as possible within the expectations and requirements of this position.

Why work for TRACKS?

TRACKS places high priority on providing training and professional development opportunities for all employees. By working with TRACKS, you can expect to grow your resume and build competencies which are transferable and valuable to future employers or studies.

These competencies include:

- Building relationships with Indigenous youth, knowledge holders and communities
- Opportunities to learn about interconnections between multiple scientific systems
- Critical thinking and problem solving
- Innovation and creativity in relation to program development
- Collaboration
- Independent work ethic
- Effective communication
- Other interpersonal, intrapersonal and cognitive skills such as active listening, self-evaluation, adaptive learning, conflict resolution and more

You will also have the opportunity to be involved in various types of training and have the freedom to pursue your individual interests related to Indigenous ways of knowing. This position will also allow you to access resources available through Trent University, and other affiliated programs such as Actua, First Peoples House of Learning and more. This position includes a benefits package, vacation time, and paid lunch breaks.





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Part Five | Application and Submission

Application

Please submit the following in a **single .pdf document** with title in the format of **LASTNAME_Education**:

1. Current resume
2. Cover letter
 - Your cover letter should introduce yourself and answer the question: ***Why is a multiple scientific and worldview approach important when it comes to environmental education for youth?***
 - Please do not repeat your resume in your cover letter. Instead, please describe why you believe it is important to weave multiple knowledge systems in educational spaces. Use your personal experiences, anecdotes and more to let us know why you are passionate about this type of work.
3. Contact information for three references
 - At least two of your references must be past employers.

*****IMPORTANT***:** Your application is unlikely to be reviewed if you do not follow all the guidelines for submission stated here and on the website.

Submission

Applications will be accepted until this position is filled.

Please submit your application on our website at the following link: www.tracksprogram.ca/education-program-assistant

Direct any questions regarding the application process to Kelly King, Education Director, at education@tracksprogram.ca.

**Thank you, Miigwech, Nia:wen for your application.
Only applicants chosen for interviews will be contacted.**