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## Ogimaa Binesiiyog Stewardship Youth Ranger (SYR) Partnership

### Program Team Lead Job Description (Kenora)

**Duration:** 14 weeks, May 27 to August 30th, 2024

**Hours:** Monday to Friday from 8:00am to 5:00pm

**Salary:** \$24.19 - \$26.95/hour

#### Purpose of Position:

As Team Lead under the general supervision of the Natural Resources & Forestry (NRF) Supervisor you will provide group leadership to Stewardship Youth Rangers in accordance with SYR Program Guidelines. You will assist in researching and identifying learning opportunities and organizing and implementing SYR Program activities.

#### Duties / Responsibilities:

- Provide supervision, motivation and guidance while acting as the crew leader for a group of 1 Assistant Team Lead and 4 Rangers; assign and monitor staff duties.
- Lead the implementation of the SYR project schedule, including identifying, researching and coordinating educational opportunities that meet provincial standards.
- Ensure timely communication with internal and external partners in coordinating projects, educational opportunities and SYR program events.
- Supervise completion of weekly articles, outreach materials (E.g. taking photos, weekly posters, final video), and maintenance or computer database.
- Assist in promotion of program by taking photos of crews engaged in work.
- Assist with training Rangers and look for professional development opportunities such as: on the job training, planned lectures, tours and providing additional educational resources as required.
- Maintain SYR program equipment and ensure compliance with Ontario Health and Safety standards.
- Assist with administrative matters such as completion of safety plan documents (E.g. Hazard and Risk Assessment (HIRAs).
- Complete SYR Human Resources documentation, written performance evaluations and a Final Report on the SYR program for the Kenora District.
- Assess and identify potential conflicts and develop and make recommendations to the Program Coordinator or Resource Management Coordinator/NRF staff

#### Knowledge:

- Of ministry and government related policies, directives, guidelines and legislation (e.g. WOHP, WHMIS, Respectful Workplace Policy, Stewardship Youth Ranger Guidelines, Occupational Health and Safety Act and Regulations).
- Of principles of supervision of staff and ability to assist with administration for work/ education projects for the SYRs. Projects should focus on natural resources subjects, as well as ensuring the effective development and timely delivery of work and educational projects.

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*"We see a world where empowered youth leaders promote environmental ethics, leaving footprints of change in the natural world, bringing communities together and creating unity through diversity"*

- Ecological sustainability principles and practices required to organize and conduct SYRs work and learning activities. These activities support ministry core business activities such as spawning bed rehabilitation, tree planting, canoe route, and Ontario Provincial Park maintenance and operations.
- Of group dynamics and team building to create a productive and stimulating work environment for the SYRs; knowledge of conflict resolution strategies.
- Of personal computers/software including electronic mail, word processing, spreadsheets, etc.).
- Of tools and equipment such as hand saws, hammers, and tree planting shovels to train SYRs in their proper use to complete work tasks in compliance with Health and Safety standards.

#### **Qualifications:**

- Demonstrated leadership skills and experience working with a team.
- Strong interpersonal, and oral and written communication skills (ie: assist in preparing articles for newspapers and media releases on team activities throughout the season).
- Organizational and planning skills to stimulate projects, establish priorities and meet deadlines.
- Ability to take initiative and be self-motivated to complete tasks in an independent manor, seeking guidance and direction appropriately.
- Physical ability to carry out the demands of the position.
- An interest in pursuing post-secondary education and/or a career in natural resource management would be an asset.

#### **Mandatory Requirements:**

- Valid Class "G" Driver's License
- You hold or can obtain a Valid Standard First Aid Certificate
- You hold or can obtain a Pleasure Craft Operator's Card (PCOC)
- You hold or can obtain Ontario Recreational Canoeing and Kayaking Association (ORCKA) Certificate
- ORCKA Canoe Tripping Level 3 (CT3) Qualification is considered an asset

***Application Deadline: March 29, 2024***

**Please send your cover letter and resume by mail or email to the following address:**

**ATTN:**

Stacey Skene

Ministry of Natural Resources & Forestry

808 Robertson Street

P9N 1X9

**Email:** [stacey.skene@ontario.ca](mailto:stacey.skene@ontario.ca)

**Phone:** 1 (807) 467-7529

**Fax:** 1 (705) 986-1834

For more information, please contact the Program Coordinator above or visit  
<https://www.ontario.ca/page/stewardship-youth-ranger-program#section-1>

**IMPORTANT NOTE:**

**PROGRAM STATUS MAY CHANGE IN RESPONSE TO HEALTH AND SAFETY CONCERNS (COVID RESTRICTIONS) OR OTHER CONDITIONS.**