



**Huntsville Forest School**  
**(A Division of Parry Sound Forest School)**  
**Job Description**

**Supporting Educator**

**Summary:** This is a position of teamwork, flexibility and taking initiative to make sure the Lead Educator is supported to keep the day camp running safely and smoothly, to ensure the land and our learners are cared for, and all staff feel valued and are given the opportunity to lead activities as they are able or ready to.

**Ideal Qualifications and Skills:**

- Qualified or working towards OCT or ECE or equivalent;
- Enjoys being outside in all kinds of weather;
- Holds a minimum first aid qualification of Standard First Aid;
- Experience working in the out of doors with children;
- Completion of HIGHFIVE Principles of Healthy Childhood Development prior to commencing employment.

**Additional Assets:**

- Lived experience with indigenous ways of being and knowing
- Campcraft skills
- Natural history knowledge
- Enjoys singing and storytelling
- Experience working successfully with neurodivergent children

**Locations:** The Huntsville Forest School division is currently operating out of Arrowhead Provincial Park. There may be other program locations that will all be within Huntsville. You may be required to work at any site during your employment.

**Responsibilities and Duties:**

- Site set-up:
  - Assist Lead to ensure site is safe and tidy, and equipment is ready to go in the morning;
  - Assist Lead to manage tarp, ensuring it is where it needs to be in the am and pm (weather dependant).
- Site safety:
  - Bring to the attention of the lead any new or emerging safety concerns;
  - Ensure materials and equipment are cared for appropriately;
  - Follow fire and tool safety policies;
  - Ensure a first aid kit and water are brought on every hike;

- In consultation with other staff, ensure that weather is monitored and shelter is sought when needed as long as needed;
  - Complete accident and incident forms in a timely manner;
  - Help keep count of students;
  - Report any concerns around child abuse to the Lead or Director as soon as an indicator is noted. Do not prompt the child or ask leading questions, or if the abuse involves the Director, report to the Lead. Maintain confidentiality.
- Ecological Integrity:
    - Ensure as far as possible the plants and animals on site are treated kindly and with respect.
- Schedule and Programming:
    - Participate in the daily brief at the end of the day providing input on programming and child behaviour, interests and volunteering to take on activities;
    - Be flexible around timing of lunch breaks;
    - Read the group energy level, give feedback to Lead.
- Staff development:
    - Demonstrate a willingness to try out or refine your skills- leading games, leading songs, telling stories, as you are able.
- Communication:
    - Keep the Lead abreast of any supplies that need to be replenished, or any raising concern;
    - Take photos that illustrate learning and share with Lead if needed.
- Support Child Behaviour:
    - Work as a team to ensure a supportive, responsive and inclusive learning environment for all learners;
    - Manage behaviour proactively and as discreetly as possible, but as directly as needed;
    - Support children in a caring manner and as they make friends, play, work to master new skills and participate in forest school activities (High Five Principles).
    - Ability to interact positively with children

### **Compensation**

- Wages begin at \$19.90 per hour
- Benefits package following six months of successful employment

**How to Apply:** Email the following documents as one PDF document to Kristen Field at [huntsvilleforestschool@gmail.com](mailto:huntsvilleforestschool@gmail.com):

(1) Updated cover letter detailing your fit for the position and interest in joining the Parry

Sound Forest School team.

(2) Current resume including work experience, skills, education, and other points relevant to this job description.

Only successful candidates will be contacted for an interview.