

JOB POSTING: NORTHERN FIELD OFFICER



About Us:

The Duke Of Edinburgh's International Award Mission: To give Canadians (aged 14-24) a supportive, non-competitive youth development platform that deepens self-awareness, builds confidence and broadens skills and experiences to further their growth as active, responsible citizens.

The Duke of Edinburgh's International Award is based on the premise that not all learning happens in the classroom. Our aim is to help equip young Canadians for success in life. By recognizing all of the amazing things young people can do and learn outside the boundaries of formal education, the Award empowers them to discover hidden talents, develop untapped leadership potential, make a difference in their community and explore the wonders of the great outdoors.

Participants set and achieve personal goals in four categories: Community service (volunteerism), physical activity, skills development and adventurous journey. There are three levels of award, including Bronze, Silver and Gold. At the Bronze level, awards are presented in the home community of the recipient, in front of friends and family. At the Silver level, the awards are presented at Government House in Regina by the Lieutenant Governor of Saskatchewan. At the Gold level, the awards are presented by a member of the Royal Family or by the Governor General of Canada.

Position: Northern Field Officer

Reports to: Executive Director

Job Summary: The Northern Field Officer is responsible for promoting The Duke of Edinburgh's International Award program; encouraging the registration of new participants and volunteer leaders into the Award program; ensuring the continued support of participants with a particular focus on youth in northern Saskatchewan; and the celebration of achievements by participants. The position is responsible for establishing and building relationships with leaders, volunteers and donors in northern Saskatchewan. The Northern Field Officer needs to be trained and kept current on the systems, policies and procedures used by the Award program.

Specific Aspects of the Position

Regarding Award Participant Registration and Volunteer Leaders:

Presentations: Present information about the Award to youth, community groups, schools or school representatives, bands or councils, and encourage registration by youth or volunteerism by potential leaders. Through the use of PowerPoint presentations, you will give overviews of the program, the benefits of self-determined goal setting and volunteerism, and the expectations of the Award program at the various levels (bronze, silver and gold). All presentations should be done digitally, reducing paper products.

Enrollment of participants: The Northern Field Officer will work with the Executive Director and the other Saskatchewan Award and Field Officers to develop an annual plan of enrollment objectives for their specific region. The Northern Field Officer will provide support to interested participants, and offer guidance as they prepare to submit their online application form and payment. Once enrolled in the program, the Northern Field Officer will ensure that the participants have a Volunteer Leader assigned to work with them and provide direct support and encouragement to the participant throughout the program. All new participants must be enrolled online, and use the Online Record Book.

Establish relationships with leaders and volunteers: Responsible for the recruitment of leaders and volunteers including providing program, Online Record Book (ORB) and leadership training. Leaders must obtain a criminal record check, and must participate in a leadership training session. Volunteer leaders can be connected to a youth group, church group, educational institution, military or service club, band, reserve or council, or may be an independent leader not affiliated with a group. The relationship between leaders and participants is critical to the success of the youth's participation in the award program. A positive working relationship between the volunteer leaders and the Northern Field Officer is also a key element. All leader training must be done online, to reduce paper materials.

Support of the Award Participants and the Program:

Continued participation of registrants: Responsible for developing on-going relationships to ensure continued participation in the program, including but not limited to working with leaders, elders, parents, service providers, community agencies, school coordinators and participants to make the experience a valuable and rewarding one. Often, the skill being developed by the Award Participant is an opportunity to find potential mentors or guides for the Award Participant. Helping them find the right resources to further develop those skills can be an important part of their learning experience.

Maintain relationships with leaders and volunteers: Responsible for regular contact and on-going support for leaders and volunteers including providing program, ORB and leadership training. Responsible for the establishment and maintenance of a Community Support Committee. This committee could be seen as support for both the Field Officer and the Award Participants, as the committee would help to ensure that Participants have access to appropriate mentors, and that award milestones are adequately recognized in the community (see Ceremonies below).

Donor Relations: Responsible for encouragement and support of the donors in the region and to promote divisional fundraising efforts and events. While fundraising is not part of the official duties of the Field Officer, we do encourage the Field Officer to be our eyes and ears in the communities in which they work. If the Field Officer becomes aware of a possible corporate sponsor or donor in a community, that information should be relayed to the Executive Director in a timely manner.

Training: Responsible for maintaining and upgrading the skill set required by the Field Officer for the program including ORB, CRM and expedition requirements. Maintaining connections to the Award Participants (through the Volunteer Leaders) to ensure that they have access to the training necessary to complete the various levels of the program.

Reporting: Responsible for ensuring that the data provided for reporting purposes is complete, accurate and timely including ORB information, monthly reporting data and expense claims. Expense claims are to be submitted at the end of every week in which the expenses were incurred. A written log of travel and meetings must be maintained, and submitted to the Executive Director twice per month.

Celebrate the Award Participants at every level:

Award facilitation: Responsible for providing information on and access to expeditions and training available for participants prior to expeditions. Ensure the Community Support Committee is aware of the training required, so that potential guides, mentors or expedition leaders can be found within the community. In some cases, the Field Officer may require the support of the Division office.

Ceremonies: Assist the organization of Bronze Award ceremonies in the region as required. Promote the program and Award ceremonies through social media channels including Facebook, Twitter and Instagram. Celebrate the Award recipient's achievements with photos posted on social media channels, local media coverage (if applicable), and print articles in local newspapers or community or school newsletters.

Promotion/Social Media: At every opportunity, photos of presentations, ceremonies and community visits should be documented with a photograph that is posted to social media, including Facebook, Twitter and Instagram. Appropriate use of hashtags is essential. Obtaining permission to be photographed is also essential before posting any photos in which people can be clearly identified.

Other Duties: As required by the Executive Director. We continue to work on building relationships, so there may be a need to attend meetings, planning sessions or other networking opportunities including conferences, trade shows or pow wows and festivals.

Skill Set Required:

This position requires a candidate who has computer skills (Word, Excel, PowerPoint), presentation skills including public speaking, knowledge of PowerPoint, use of a projector and laptop; capacity to manage files and data entry; a positive attitude toward youth and community building; experience with social media including Facebook, Twitter and Instagram; the capacity to work with little or no supervision while still achieving pre-determined goals and objectives; a valid driver's license and operational vehicle.

Other:

This position will require a significant amount of travel in Northern Saskatchewan. Knowledge of the region would be an asset. Awareness of proper cultural protocols when dealing with community elders and councils would also be an asset. Priority will be given to candidates who are students in the fields of environmental stewardship, education, health or social services, community justice or community services. If you are passionate about youth, the environment, and the importance of service to your community, and ensuring that youth have the skill sets they need to succeed, then this position is for you.

Working Conditions:

You will work from your home to set up meetings and appointments, and will be on the road visiting communities most of the time. Doing presentations or having a booth at events like pow wows or other local events will be required. Pay cheques are deposited electronically into your bank account on the 15th and the last working day of each month. We adhere to Saskatchewan Labour Standards. The starting pay rate for this position is **\$16 per hour**, plus mileage and travel expenses including a daily food allowance, and accommodations while travelling. The expectation is that the Field Officer will work a minimum of 20 hours per week, to a maximum of 35 hours per week, for up to 14 weeks.

While you may be working independently, you will need to keep in close contact with the other Field and Award Officers, and with the Executive Director, so that they can support you in your travels. This position is a temporary summer position for a maximum of 16 weeks, but there is the potential for longer term employment if the position is a good fit for you. Ultimately, our goal is to have someone working with us in Northern Saskatchewan on a permanent full-time basis.

To apply:

Please submit your resume and cover letter by May 15th to:

Marian Donnelly
Duke of Edinburgh's International Award – Saskatchewan
1870 Lorne Street
Regina, SK S4P 2B9
Or by email to mdonnelly@dukeofed.org

Your cover letter should articulate your connection to the North, your aspirations for your own future career (what you are studying and what you hope to do with your life), and why you think you would be a good candidate for this position.

Preference will be given to applicants who are Indigenous students in their 3rd or 4th year of study at either First Nations University of Canada or Gabriel Dumont Institute, and specifically to those students who have strong connections to communities in Northern Saskatchewan.

Come join our team!