QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Biology – Elbow Lake Environmental Education Centre – Elbow Lake (Queen's University Biological Station - QUBS)

POSITION NUMBER: 00500765 INCUMBENT:

TITLE: Elbow Lake Environmental Education Centre Manager GRADE: 7

JOB SUMMARY:

The Elbow Lake Environmental Education Centre (ELEEC) Manager position will be focused on the ELEEC located about 25 minutes north of Kingston in the Township of South Frontenac. This Centre is intended to be a focus for extension and outreach activities for the Queen's University Biological Station (QUBS), the Department of Biology, and the broader Queen's University community.

Reporting to the QUBS Director, the ELEEC Manager must fulfill a number of tasks, including booking activities at the facility, budgeting and invoicing, maintenance, stewardship, advertisement, and outreach. The ELEEC Manager is expected to confer regularly with the Manager of QUBS on all maintenance, outreach, pedagogical and research activities to be undertaken to minimize overlap, achieve economy in operating budget, and maximize income for both QUBS and ELEEC to finance short and long term ELEEC costs. The ELEEC Manager will participate in all QUBS Executive Committee meetings, which occur 3 to 4 times per annum, and will provide activity reports for the Education Centre.

KEY RESPONSIBILITIES:

Managing Bookings & Access:

- Oversee the booking of cabins, the pavilion, and other facilities to ensure maximum occupancy and smooth transitions among users. Maintain on-site presence at ELEEC for bookings and events, ensuring knowledge of all regulatory requirements for Centre activities.
- Ensure that all users fill out the appropriate waivers and are apprised of all safety regulations.
- Ensure that activities are consistent with the mandate of ELEEC and our partner, the Nature Conservancy of Canada (NCC).
- With the Director, seek additional users via workshops, conferences, retreats, field courses, researchers, public groups, governmental and non-governmental organizations etc.

Accounting, Record-keeping & Staffing:

- Invoice all users in a timely manner, and ensure payment within 30 days.
- Pay all bills as appropriate including utilities, taxes, and as need arises other maintenance.
- As usage expands, ensure timely payment of part-time employees, Summer Work Experience Students (SWEP) etc.
- Supervision of summer students and temporary staff that may be hired for routine cleaning and maintenance, and potentially outreach activity leaders.
- Keep records of all activities and users, and prepare an annual report with usage and budget summaries.
- Help prepare grant applications, and appeals to philanthropic organizations.

Outreach Activities:

- Coordinate logistics and delivery of outreach programming by others (workshops, seminars, special events, etc.).
- Design and execute new outreach activities for general public, school groups, and the university and alumni communities.
- Liaise with the Director of the EcoAdventure Camp, and when necessary assist with execution of the camp.
- Liaise with the Manager of QUBS to minimize overlap and achieve synergies in scheduled activities.

Maintenance & Stewardship:

- Maintain and repair infrastructure including buildings, docks, and outdoor furniture.
- Maintain all watercraft, paddles, oars and life jackets.
- Undertake monthly safety checks of fire extinguishers, fire alarms and carbon monoxide detectors.
- Clearing of trails and maintenance of markers.
- Ensuring that all safety equipment and signage is present at the waterfront.
- Regularly confer with the Manager of QUBS to minimize overlap in purchases and to share manpower on major maintenance and stewardship tasks.

REQUIRED QUALIFICATIONS:

- University degree in Biology or related discipline combined with experience in outreach and/or educational/outdoor education
- Knowledge of natural history and environmental science
- Computer and office skills, including proficiency with word processing, spreadsheet and database applications, as well as the ability to learn new software
- Strong verbal and written communication skills – as a representative of the university and field station, well-developed ability to deal with a wide range of users
- Skills with an array of trades, including carpentry, plumbing, electrical, an asset
- Consideration will be given to a combination of education and experience

SPECIAL SKILLS:

- Strong organizational and time management skills with the ability to cope with varied tasks, prioritize duties and complete tasks in a busy environment with multiple users and interests
- Ability to work independently or as part of a team
- Decision-making ability – knowing when to address issues directly and when to refer issues to the QUBS Director and other superiors
- Ability to interact with a variety of stakeholders i.e. members of the public, school children from primary through secondary school, parents, teachers, undergraduate students, professors, alumni
- Ability to organize and schedule events/activities in consultation with other users and staff.
- Ability to maintain careful records and budgets
- Ability with computers, electronic equipment and systems
- Carpentry, plumbing, electrical, mechanical skills to contribute to operation and maintenance of a busy, multi-faceted field facility
- Knowledge of all applicable Centre regulations, protocols and practices (including animal care, alcohol, etc.) and knowledge of safety procedures and safety equipment
- A deep knowledge of natural history and the ability to share this in various venues (through workshops, seminars, outreach events and QUBS web site)

DECISION MAKING:

- In consultation with the Director of QUBS, assist with decisions regarding the roster of activities to be undertaken
- Decide on booking for users including dates and nature of accommodation
- Determine when to report on safety issues, when to alert the Director, or when to call emergency vehicles
- Assist in making decisions on hiring staff including SWEP students and other part-time staff
- Decide on priorities within own workload

SUPERVISORY RESPONSIBILITIES: None

SIGNATURES:

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Incumbent	Director	Department Head

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Date: