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Updated 24 January 2022

## Job Description for Summer Intern Employment 2022

**Title:** Environmental Program Co-Ordinator

**Candidate Qualifications:** For University or College students enrolled in faculties focused on environmental studies; requires online research, report writing and good communication skills; needs to be knowledgeable of social media platforms including Face Book, Instagram, and Twitter; candidates local to and knowledgeable of the Thousand Islands area of the Upper St. Lawrence River are most suitable to this position. **NOTE:** This Job Opportunity is funded by Federal Student Work Placement Programs / Canada Summer Jobs Program. Applicants must meet the requirements of these programs to be eligible for this position.

**Workplace:** TIA is managed by a volunteer Board of Directors that operates remotely from at-home locations; this position can function most of the time from at home as well; travel is required occasionally to organize and manage events; candidates to supply their own Internet and transportation. TIA Health and Safety and Work Environment Policies/Practices apply to this position. Candidate to attend and present a progress report at the Annual General Meeting held the 3<sup>rd</sup> or 4<sup>th</sup> Saturday in July. Candidate is required to submit a work report to the Board one week before the end of the term of this position outlining a summary of achievements, progress with committee objectives, and an outlook for the future.

**Hourly Wage:** \$17.50 plus expenses for prior approved travel.

**Duration:** 40 hours per week, May 2 – August 26, 2022, Flextime required to accommodate periodic weekend events.

**Application:** Applications are to be submitted by email [thousandislandsassociation@gmail.com](mailto:thousandislandsassociation@gmail.com) addressed to the Thousand Islands Association for the Preservation of River Quality Inc., Attention: Secretary-Treasurer. Applications will be reviewed when, and in the order, they are received but no later than 15 March 2022.

### **TIA Mission Statement**

The Thousand islands Association (TIA) is a not-for-profit organization, founded in 1934, that is supported by hundreds of Canadian and American members who own property and/or boat in the 1000 Islands region. TIA's mission is to promote river safety, encourage environmental awareness and support the community for the benefit of the

1000 Islands region of the St. Lawrence River (see [www.thousandislandsassociation.com](http://www.thousandislandsassociation.com)).

## **General**

To assist TIA in fulfilling the vision of its Mission Pillars (River Safety, Environmental Awareness & Community Support) by engaging in research and the development, delivery and implementation of TIA programs and communications with the TIA membership and the upper St. Lawrence River (Kingston to Brockville) Thousand Islands river community.

## **Environmental Awareness**

Under the direction of the TIA Chair of the Environmental Awareness Committee:

1. To develop local TIA program content (e.g., website and social media content, photos, educational materials) while acting as a liaison ambassador with environmental organizations, including but not limited to:

(in Canada) [Thousand Islands National Park \(Parks Canada\)](#), [St. Lawrence Parks Commission](#), [Watersheds Canada](#), [Thousand Islands Watershed Land Trust](#), [Frontenac Arch Biosphere](#), and the [Invasive Species Centre](#);

and (in the US) [Save the River \(including Upper St. Lawrence RIVERKEEPER\)](#), [SLELO Prism](#), [Thousand Islands Land Trust](#).

2. To organize and manage implementation of TIA's environmental programming and events. Duties include:
  - Organize and direct monthly "Trash Free Clean Up Days" at various locations between Kingston and Brockville for the community to participate in for June, July, & August 2022
  - Coordinate TIA's Fishing Line Recycling Stations Program (FLRS). This entails communication with locations where Recycling Stations are installed, ensuring Stations are in working order on a regular basis, tracking the collection of fishing line, promoting the program on the TIA website and social media.
  - Organize and manage the implementation of TIA's new Species-at-Risk program including communicating with Thousand Islands National Park representatives, organizing community events such as Turtle Nest Protector building, creating or organizing the creation of educational

material related to local at-risk species for the TIA website and social media and more

- Engage and educate the community to be good stewards of land and water, as well as creating awareness of methods of sustainable shoreline cultivation to improve shoreline resiliency to help restore waterfronts damaged by extreme fluctuation water levels.
3. Research, develop, and deliver engaging educational information regarding protection and preservation of wilderness areas in harmony with sustainable lifestyles on the river, and to develop sustainability-focused project programs and green programs, as directed.
  4. This position may also be tailored to the interests and expertise of the applicant. TIA is open to exploring new ideas and projects proposed by the successful applicant where they align with the previously mentioned mission of TIA.

### **Community Support**

Under the direction of the TIA Chair of the Communications Committee:

1. Monitor the TIA Gmail account for correspondence relating to the various aspects of TIA's mission pillars and provide replies in collaboration with TIA Committee Chairs.
2. Monitor and provide update inputs for the TIA website concerning TIA programs and educational information and links.
3. Monitor and participate on TIA social media platforms to promote community education and support on issues pertaining to specific TIA mission topics, and to interact with selected TIA partners focused on resource conservation and environmental protection.
4. Initiate direct communications with TIA membership and river community residents and interview them to determine the nature of the programs, initiatives, and ideas they have for TIA to engage the river community related to promote green services, resource conservation, and environmental protection.

### **River Safety**

Under the direction of the TIA Chair of the River Safety Committee:

1. Research program opportunities related to resource conservation and environmental protection arising from materials used by the boating sector –

- for example, safe chemical disposal of outdated emergency pyrotechnic flares, fuel transfer regulations, and disposal of hazardous product containers.
2. Initiate communications with community, provincial, and federal authorities having jurisdiction over regulations on boating, docking, and anchoring to determine their programs and initiatives addressing human safety, resource conservation, and environmental protection – for example, Transport Canada, Canadian Coast Guard, Parks Canada, and the Ministry of Natural Resources and Forestry.
  3. Generate periodic social media content to create and spread awareness of the need for membership fees and donations to keep inventory stocked and to manage marker placement.
  4. Assist in Shoal Watchers Program by maintaining email lists and monitoring emails for reports of lost and found markers. Announce successful recoveries of markers on social media.
  5. Assist in the shoal naming project by managing Google Map files of TIA marker locations.

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