

Woolwich Township Job Posting



Date: January 31, 2025
Position: Environmental Stewardship Technician (seasonal)
Wage Rate/Grade: \$20.00 to \$22.50/hour
Hours of Work: 40 hours per week (some evening and weekend work)

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation and Community Services is seeking one (1) Seasonal Environmental Stewardship Technician from approximately May 5 to August 29, 2025.

Purpose of Position and Profile

Reporting to the Environmental Coordinator, the Environmental Stewardship Technician will assist with coordination of volunteer and community groups to plan and organize tree planting and trail building/maintenance events, assist with trail inspections and minor trail maintenance and with other greening projects as required as well as tree care. The position will act as an extension of the Environmental Coordinator, assisting with both hands-on and administrative functions.

Responsibilities

- Assist with planning and leading volunteer and community tree planting events, community clean-up day, greening events such as tours of the new Elmira Nature Reserve, community invasive species removal events, as well as Climate Action events.
- Provide support to Woolwich volunteer groups including Woolwich Trails group, Township of Woolwich Environmental Enhancement Committee (TWEEC), and Trees for Woolwich.
- Trail inspections and minor trail maintenance tasks as well as organizing volunteer trail building and maintenance events.
- Assist with tree care in parks and along trails.
- Other duties as required.

Qualifications, Knowledge, Skills and Work Requirements:

- Post-secondary education in environmental studies, ecology, horticulture preferred.
- Experience in arborist/horticultural best practices, such as planting, staking, mulching, watering, pruning etc.
- Experience in the safe use of hand and power tools, landscape maintenance tools, and equipment.
- Experience in landscaping, parks, trails, horticulture, arborist services, and an ability to easily identify tree species through industry best practices.
- Experience working with and providing guidance to volunteers as well as volunteer engagement and retention.
- Working knowledge of Microsoft Office software.
- Work in compliance with the provisions of the Occupational Health and Safety Act and adhere to all Township of Woolwich and facility service standards and policies.
- Required to participate in supplemental training related to Recreation and Community Services department (Workplace Hazardous Materials Information System (WHMIS), Health and Safety, Facility Equipment Operation, Payroll system, etc.)
- Valid Class G Drivers License.
- Valid Standard First Aid and CPR considered an asset.
- Must possess excellent customer service skills, interpersonal and communication skills.

- Ability to read and communicate fluently in English.
- Work with enthusiasm and professionalism, must be self-motivated, work well independently and as a team member with volunteers, fellow staff, and community members.
- Dress in a professional, well-kept manner and use personal protective equipment as required (CAS approved steel toe footwear, hearing protection, eye protection, etc.)

Working Conditions

- 40 hours per week including some evening, weekend and statutory holiday work as required.
- May be required to work in various weather conditions (indoor/ outdoor, rain/ snow)
- The position is physically demanding and requires applicants to be able to lift and carry up to 50 lbs.
- Ability to stand, climb and sit for extended periods of time.

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00pm on February 14th, 2025. Please quote job posting 2025-08.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.