



1216 North Park Street, Victoria, BC V8T 1C9 Canada
(250) 386-WORM (9676) FAX (250) 386-9678
E-mail: info@compost.bc.ca
Website: www.compost.bc.ca
Registered Charity No. 89670 2289 RR0001

The Compost Education Centre is Hiring a Child and Youth Education Program Assistant!

The Compost Education Centre (CEC) is a charitable, not-for-profit organization that provides composting, organic gardening, and conservation education to residents of the Capital Regional District. Visit our website at compost.bc.ca, [Facebook](#) and [Instagram](#) for more information about the CEC.

Job Title: Summer Education Assistant

Start Date: June 27, 2026

Duration: 9 weeks

Work Week: Wednesday to Saturday from 9am to 4:30pm with a half hour paid lunch break (7.5 paid hours per day; 30 hours per week; 60 hours per pay period) with some evening and weekend work required

Wage: \$24.48 per hour plus 6% vacation pay

Applications due: 12:00am Friday, April 17, 2026

Job Description: The Child and Youth Education Program Assistant (PA) reports to the Child and Youth Education Co-Coordinator and Communications Manager. The PA supports the CEC's education programs offered on-site and in schools. The PA will have opportunities to empower learners in ecological stewardship through learning how to compost, grow their own food, and care for local ecosystems; while gaining valuable skills in delivering environmental education, caring for school gardens, and communicating with the public.

This position is contingent on Federal funding from Canada Summer Jobs. The start dates and contract duration may vary from what is listed in this posting.

Responsibilities:

Child and Youth Education Program Workshop Delivery and Support (25%)

- Support engaging delivery of workshops, summer camps, and site tours.
- Travel to and from schools, daycares, and sites to provide workshops.
- Prepare, set up, and take down workshops on- and off site.

Let It Rot Garden Maintenance (25%)

- Assist in the maintenance of the Let It Rot program's school gardens at SJ Burnside Education Centre (3130 Jutland Rd) and Mount Douglas Secondary School (3970 Gordon Head Rd).
- Care for vegetable seedlings and harvest vegetables for sale in the CEC Farmstand (1216 North Park St).
- Engage with and coordinate volunteers to assist with the maintenance of the school gardens.

Communications (25%)

- Develop new and engaging print materials for the child and youth education program.
- Take photos of all ongoing programming and organize photo file storage.



Offering Education and Resources on Composting, Waste Reduction, Food Security and Ecological Conservation for 30 Years!



1216 North Park Street, Victoria, BC V8T 1C9 Canada
(250) 386-WORM (9676) FAX (250) 386-9678
E-mail: info@compost.bc.ca
Website: www.compost.bc.ca
Registered Charity No. 89670 2289 RR0001

- Support the CEC's Communications Manager in developing social media content (an average of one weekly post).

Other (25%)

- Respond in friendly and timely ways to public inquires (calls, emails, and social media).
- Do weekly chores as assigned and participate in staff meetings.
- Sell seeds, composters, and other sustainability supplies.
- Support the outreach program by tabling at community events throughout the region.
- Assist with other ongoing programs and priorities as required.

Minimum Requirements

- Demonstrated knowledge of and enthusiasm for composting, waste reduction, ecological conservation, decolonizing food and agricultural systems, and soil health.
- Driver's license and clean driver's abstract.
- Access to a vehicle for work use OR eligibility to join the CEC's Modo Carshare Membership:
 - Be 19+ years of age or, if younger than 19, join as a Green Member.
 - Have an N license or better or the equivalent from another jurisdiction (non-BC licenses are welcome) (i.e. you have to be allowed to drive alone in the car).
 - Have had no license suspensions or prohibitions within the past two years
 - Have not received six or more driver penalty points (or equivalent demerit points) in the past two years
 - Have not been charged with, or convicted of, any Major Traffic Violation
- Ability to work evenings and weekends.
- Willingness to obtain a Standard First Aid and CPR-C certificate by start of contract.
- Willingness to obtain a Criminal Record Check with vulnerable sector search by start of contract.
- Experience working with children and youth.
- Ability to work both outdoors and indoors.
- Ability to carry out gardening tasks such as:
 - Carrying materials up to 20lbs short distances
 - Using tools like shovels, wheelbarrows, and secateurs
 - Working at ground level (kneeling, crouching, bending)
 - Working in garden spaces without bathroom access for up to 2 hours
- Ability to speak publicly.

Desired

- Familiarity with the work, mission, and mandate of the Compost Education Centre.
- Experience facilitating summer camps and as an environmental educator.
- Ability to communicate well verbally and in writing.
- Demonstrated proficiency in MS Word, Excel, SharePoint, and Outlook.
- Demonstrated proficiency in Canva, social media, and photography.



Offering Education and Resources on Composting, Waste Reduction, Food Security and Ecological Conservation for 30 Years!



1216 North Park Street, Victoria, BC V8T 1C9 Canada
(250) 386-WORM (9676) FAX (250) 386-9678
E-mail: info@compost.bc.ca
Website: www.compost.bc.ca
Registered Charity No. 89670 2289 RR0001

- Ability to lift workshop supplies (30lbs) short distances
- Professional working fluency in French

Canada Summer Job Requirements

The position is funded by Canada Summer Jobs. Therefore, the individual must also meet the Canada Summer Jobs criteria:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application Process

Please email a cover letter, resume, and contact information for three references as one single PDF document to Claire at cremington@compost.bc.ca using the file name format "CY Ed Program Assistant – Last Name" with the email subject "CY Ed Program Assistant – Last Name." Please ensure that your application explicitly addresses all skills and requirements listed above as well as why you are interested in working with us here at the CEC.

The CEC is committed to fostering an inclusive and accessible application process for all candidates. We value diversity and welcome applicants from all backgrounds. If you require any accommodations during the application process, please don't hesitate to reach out to Claire at cremington@compost.bc.ca. We are dedicated to identifying and implementing practical and effective accommodations to ensure a fair, respectful, and supportive experience for every applicant.

Our hiring timeline is as follows:

April 17	Posting closes
April 24	All candidates contacted. Shortlist of candidates contacted to schedule interviews.
April 24 to May 8	Interviews
May 9	Verbal offer made
June 27	Anticipated start date

If our timeline changes, we will endeavor to communicate the changes to all candidates. We look forward to receiving your application and appreciate your interest in joining our team at CEC.



Offering Education and Resources on Composting, Waste Reduction, Food Security and Ecological Conservation for 30 Years!