



## **Title: Program Animator**

### **Introduction:**

This is a full-time opportunity offered in partnership with Miziwe Biik Aboriginal Employment and Training and Service Canada. The Indigenous Skills and Employment Training (ISET) is an integrated approach to the Indigenous labor market programming, and ensures that Canada's Indigenous people can fully participate in economic opportunities. Applicants must be able to register at Miziwe Biik Aboriginal Employment and Training (First nations, Inuit or Metis background), and have been recently unemployed or underemployed. Please self-identify in your application.



Service  
Canada

### **About Us:**

Evergreen is a national not-for-profit helping make cities flourish. Cities that are low carbon, inclusive to all and sustainable at their core.

For more than 25 years, Evergreen has been making Canadian cities better places to move, work, live, play and grow. We've worked from coast to coast with governments, neighbourhood groups, school boards, developers and residents, collaborating to create better communities.

### **About the Role:**

The Program Animator is responsible for the delivery of public programming and activities, engaging a diverse audience of all ages and abilities. The Program Animator plays a critical role in welcoming visitors to Evergreen Brickworks, answering questions and helping to facilitate programs. From time to time, Program Animators also support special projects or one-time events.

### **Key Responsibilities:**

- Deliver engaging indoor and outdoor public programming for a diverse range of visitors and community groups on site
- Work within a team to facilitate weekly programming activities



## EVERGREEN

- Help coordinate, as necessary, with the Events and Facilities team to ensure a smooth and safe experience for visitors
- Monitor program space to support the development of program-specific risk management and accessibility practices
- Responsible for set up, take down and proper storage of the project materials and infrastructure
- Provide support in developing program content
- Support staff debriefs and program evaluation
- Assist with special events, including community consultations, festivals, workshops, arts and exhibit projects, nature based programs and staff trainings; and
- Acts as an Evergreen Ambassador to visitors, program participants and volunteers
- Model Evergreen's core values
- Help promote positive internal communication and workplace culture

### **About You:**

You excel in the following areas:

- **Customer-focus:** Anticipate, understand, and respond to the needs of others in the development and implementation of programs
- **Communication.** Communicate in a confident, thorough and timely manner using appropriate and effective communication tools and techniques depending on the audience.
- **Working Proactively.** Act without being told what to do and demonstrate an enthusiastic, can-do attitude.
- **Flexibility/adaptability.** Adjust quickly to changing circumstances, priorities and conditions, while maintaining effectiveness and efficiency

You have the following qualifications:

- Prior experience with engaging diverse members of the public, particularly children and youth
- Prior experience working with volunteers an asset
- Prior experience in educational or recreational activities an asset
- Demonstrated interest in, and commitment to, accessible engagement
- Demonstrated interest in urban issues, with a focus on meaningful participation by residents of all ages and abilities
- Ability to work independently as well as part of a team

### **Additional Information:**

#### **Reporting Relationships:**

- Program Manager

#### **Working Conditions:**



- Position is based out of Evergreen's head office at Evergreen Brick Works in Toronto
- Working both indoors and outdoors (sometimes in inclement weather)
- Standing for extended periods of time
- Irregular schedule, with at least one weekend day per week and occasional evenings

### **Contract**

- Full Time (up to 40hrs/week)

### **How to Apply**

Cover letters and resumes can be submitted by e-mail to [humanresources@evergreen.ca](mailto:humanresources@evergreen.ca). Please Reference "Program Animator" in the subject line.

By Mail to Attention: Human Resources  
Centre for Green Cities, Suite 300  
Evergreen Brick Works, 550 Bayview Avenue  
Toronto, Ontario M4W 3X8

Evergreen welcomes applications from persons of diverse backgrounds and is an equal opportunity employer. As an organization that works to impact how cities are built and lived in, we encourage applications from the diverse communities that we serve. Accommodation will be provided in all parts of the hiring process as required under Evergreen's Accommodation policy. If you require accommodations, please let us know of your needs in advance. We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.