



## 4-H BC PROVINCIAL SAFETY LIAISON Contract Position

4-H British Columbia is recruiting for the position of Provincial Safety Liaison. This part-time, contract position is a key member of the team reporting to the 4-H BC Manager.

Working closely with 4-H BC staff, our partner organization staff (the BC Ministry of Agriculture Youth Development Team) and 2 volunteer boards (4-H BC Provincial Council and the 4-H BC Foundation), you will be assisting in the continuing development of the 4-H BC Safety program.

4-H BC is looking for an enthusiastic, detail oriented, flexible, team player to promote safety culture of excellence.

### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

1. Assess current Safety programming
2. Provide feedback with regards to the effectiveness of Farm & Home Safety Committee and put forth recommendations for continuous improvement
3. Liaise with District Farm & Home Safety Coordinators
4. Research Safety Programs for youth
5. Coordinate safety training workshop
6. Develop 3-5 year Safety program implementation plan
7. Reporting on progress of work to Manager

### **POSITION REQUIREMENTS:** (skills, ability and personal suitability)

1. 4-H Alumnus with strong safety knowledge and experience an asset but not a requirement
2. Be a self-starter with exceptional interpersonal skills, ability to problem solve and apply critical thinking
3. Have excellent written, oral and presentation skills including professional telephone skills
4. Have strong computer skills, competent with Microsoft Office (Word, Excel, Outlook, Calendar), Adobe Acrobat
5. The ability to promote a safety culture using a cooperative approach

This position is located at the 4-H BC Provincial Office, 1150 Kalamalka Lake Rd, Vernon, BC.

The 4-H BC Provincial Safety Liaison contract position is based on a 10 hour work week with the ability to work from home. The schedule is flexible with some evening and weekend work depending on the job requirements. The final candidate is required to provide a clear Criminal Record Check, including a Vulnerable Sector Search.

**Compensation:** \$10,000 + expenses

**Contract Term:** September 3, 2019 – May 31, 2020

You will enjoy a successful, productive, collaborative environment working with people who care deeply about our cause, our partners and our volunteers.

**Please send covering letter, resume and three work references to:** [manager@bc4h.bc.ca](mailto:manager@bc4h.bc.ca)

**Closing date: August 16, 2019**

No phone calls please. 4-H BC would like to thank all applicants for their interest; however only those selected for an interview will be contacted.