

# MATAWA FIRST NATIONS MANAGEMENT



## FOUR RIVERS ENVIRONMENTAL SERVICES GROUP

### Job Description

## **Summer Guardian**

## **PURPOSE OF THE POSITION**

Established in 2011, the Four Rivers Environmental Services Group (FRG) provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, and Environmental Services.

FRG employees operate in a team environment, where tasks are shared based on individual strengths, availability, and operational need. FRG is expanding support for community Guardian programs by offering seasonal summer positions. Individuals hired will work under the general supervision of the Four Rivers Sustainability Manager, and/or their designate. Summer Guardians will support Four Rivers programs and community initiatives while gaining experience in environmental stewardship, monitoring, and broadband network support.

## **SCOPE**

Matawa First Nations Management (MFNM) is the parent organization to FRG. FRG carries out projects and initiatives on behalf of MFNM and its subsidiaries. Projects serving Matawa member First Nations are referred to as Four Rivers Matawa operations; projects delivered through Four Rivers Inc. for external clients are referred to as Four Rivers Inc. operations.

FRG was established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over time, FRG has grown into a team of professionals supporting diverse projects across northern Ontario. FRG strives to deliver services that are community centered and innovative.

Summer Guardians will support projects and initiatives affiliated with FRG, including environmental priorities of Matawa member communities and the development and maintenance of the Broadband Network.

## **RESPONSIBILITIES**

**Summer Guardians will be assigned tasks and projects by an FRG Manager in accordance with their experience, departmental needs, and community priorities. Workload will be monitored and adjusted as needed.**

### **1. Training and Development**

- May participate in training, mentorship, and field experience on topics such as Traditional and Indigenous Knowledge (TEK/IK), environmental science, environmental monitoring, environmental assessments, freshwater habitats, ecosystem health, land and resource management, GIS/GPS, land use planning, environmental site assessment, and contaminated sites.
- Engage in opportunities for personal and professional development, increasing cultural competencies, environmental knowledge, and technical skills.

### **2. Guardian Field Work**

- Assist with supporting Matawa member communities in the development and implementation of Community Guardian Plans.
- May participate in planning and development of lands and resource projects for FRG clients, including Matawa member First Nations.
- Conduct research ranging from desktop reviews to fieldwork.
- May travel to communities to support projects, deliver information, and participate in environmental activities.
- Document, develop, and follow field and data protocols.
- Assist with proposal development for environmental projects.
- Support work planning and project reporting as directed.
- Contribute to assigned projects, programs, or initiatives.

### **3. Project Support**

- Participate and contribute to assigned projects, programs, or initiatives.
- Assist with communications and outreach about the project.
- Support work planning and project reporting as directed.

### **4. Youth and Community Engagement**

- Engage with youth in Matawa communities to encourage involvement in Guardians work and environmental/technology opportunities.
- Support youth groups or youth advisory councils.
- Participate in regional sharing meetings and National Guardians webinars.
- May assist with hosting regional youth gatherings, webinars, and community Guardian events.
- Assist in developing information materials such as fact sheets and presentations

## **5. General**

- Assist with the development and delivery of Four Rivers programs.
- Attend meetings as required.
- Follow Matawa Quality Management System requirements, including health and safety protocols.
- Support Four Rivers staff, environmental programs, and Matawa member First Nations communities.
- Travel to road access or remote (air accessible) communities as required.
- Perform additional duties as requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The individual should have interest and motivation to gain knowledge in:

- Environmental science, data collection, analysis, and monitoring
- Traditional Ecological Knowledge (TEK), Indigenous Knowledge (IK), and cultural knowledge
- Broadband technology
- Multi-disciplinary approaches (biology, geology, geography, environmental studies, TEK/IK)
- First Nations environmental issues, land/resource planning, and governance
- GPS, GIS, and related software
- First aid, equipment operation, fieldwork protocols, and safety training
- Project planning, management, teamwork, and interpersonal skills
- Communication skills including public engagement, written and oral communication, presentations, and report writing

### **Skills**

- Comfortable working on the land and in remote areas under changing conditions
- Open minded, willing to learn, and respectful of diverse perspectives
- Basic computer skills (Microsoft Office, PowerPoint, GIS programs)
- Ability to provide a current and clean Vulnerable Sector Check
- Possession of a valid Ontario Driver's License or willingness to obtain
- Ability to speak Ojibway/Cree is an asset

### **Personal Attributes**

- Member of a Matawa First Nation community or residing in a Matawa community or Thunder Bay (preferred)
- Self-motivated, enthusiastic, and willing to take on new challenges
- Able to work independently with remote supervision
- Values communication, relationships, and collaboration
- Flexible, adaptable, and comfortable in a dynamic work environment
- Reliable and punctual
- Committed to learning and contributing to environmental stewardship

**FRG's work environment is ever changing, with great variability of projects and day-to-day responsibilities. The Summer Guardian must be able to understand and thrive in the culture of FRG, which is one of flexibility and adaptability. Individuals who value structure and repetition in their role will not be satisfied working with the FRG.**

## **WORKING CONDITIONS**

The Summer Guardian will work both in an office setting and in the field (i.e., First Nation communities, remote communities, wilderness, lakes/rivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

### **Physical Demands**

The Summer Guardian may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. They may have to lift, carry and manage office/field equipment and supplies. They may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. They may have to wear specialized field or safety equipment which may be heavy and overly warm (i.e., steel-toed boots, chest waders etc.). They, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

#### *Office Setting (Matawa Buildings):*

The Matawa buildings may be busy facilities. The Summer Guardian may have to work with a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities and the Four Rivers Environmental Services Group. They may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

#### *Office Setting (Community Buildings):*

The Summer Guardian may have to work partly or mostly in a Matawa member First Nation community, using Community Buildings as office space. These buildings may be busy, noisy, have difficulty maintaining heat or cooling and have other complicated work conditions that are out of the control of MFNM. The Summer Guardian will need excellent organizational and time/stress management skills, as well as flexibility and adaptability to complete the required tasks. The Summer Guardian will have to work cooperatively with community staff, as well as FRG managers, to ensure that work in community settings is productive and maintains the good working relationships FRG has with Matawa member communities.

#### *Field Setting:*

The Summer Guardian may be required to work in various weather conditions (hot, rain, snow cold). They may have to work alone in remote environments and in the wilderness. Field work can be physically demanding (carrying heavy loads, walking for long periods in rough terrain). They may be required to carry and use safety gear (i.e., first aid, radios, life jackets, GPS, compasses, protective gloves or glasses) and navigate by map. They may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site-specific safety training and equipment.

### **Sensory Demands**

Sensory demands can include reading and the use of computers which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Summer Guardian to concentrate.

### **Mental Demands**

The Summer Guardian will have to manage a number of requests and projects at one time. They must be aware of Tribal Council policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with stressful situations. Travel and fieldwork may cause fatigue.

The Summer Guardian will also be expected to challenge themselves as they undertake training in a range of topics, as well as personal and professional development activities.

## CERTIFICATION

<hr/> Employee Signature	Sustainability Manager, Four Rivers Environmental Services Group
<hr/> Printed Name                      Date	Supervisor's Title
I certify that I have read and understand the responsibilities assigned to this position.	Supervisor's Signature              Date
	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Managing Directors' Signature	Date
I certify that this job description is an accurate description of the responsibilities assigned to the position.	
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Chief Executive Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.