

# RDCO Job Description



**Position Title:** EECO Interpreter - Student  
**Reports To:** Supervisor of Community Relations and Visitor Services

**Division:** Parks Services  
**Date:** February 22, 2019

## Job Purpose/Summary:

The EECO Interpreter Student will assist Parks Services Department staff by providing park information to visitors at the Environmental Education Center for the Okanagan (EECO) located in Mission Creek Regional Park. In addition, the position will provide interpretation about EECO exhibits and parks, assist with park bookings and program registrations, assist with developing EECO exhibits, perform administrative and clerical duties and develop and/or support park interpretation programs when needed. The position is primarily located indoors within the EECO with occasional outdoor opportunities.

## Principal Accountabilities:

1. Act as the host at the EECO, providing park and area information to park visitors;
2. Provide interpretation in the EECO about EECO Exhibits and Parks;
3. Develop and deliver interpretive programs within the EECO and occasionally in other regional parks;
4. Assist with park and program registrations;
5. Assist with EECO Exhibit preparations;
6. Provide and assist with interpretation and public program support;
7. Assist in planning and participating in special events in Regional Parks and in the community as needed;
8. Provide a positive and welcoming public presence in Regional Parks and positively and diplomatically respond to public inquiries and complaints regarding RDCO Parks Services;
9. Perform administrative and clerical duties as required;
10. Adhere to the Regional District Occupational Health and Safety Policy;
11. Other duties as assigned.

## Knowledge, Skills & Experience

### Educational Background Required:

- High school graduate;
- Currently enrolled and returning to an applicable post secondary educational program such as: Tourism; Outdoor Recreation; Education; Environmental Education; Environmental Sciences.
- Valid First Aid and CPR certificate.
- Valid BC Driver's Licence with a record of safe driving.
- Must provide a satisfactory Police Information Check from Police / RCMP detachment.

### Experience Required:

- Training in cultural and natural history, education, environmental education, outdoor recreation or equivalent combination of training and experience;
- Working with the public;
- Microsoft Office;
- Strong written and verbal communication skills;
- Organized and self-starter;
- Work with minimal supervision;
- Work in office and outdoor park environments

### Working Conditions:

**Physical Effort:** low to moderate physical effort while working in the parks and in the EECO.

**Physical Environment:** Mainly office (EECO) with occasional outdoor work in all weather conditions. Flexible working times including evenings and weekends is required.

**Mental Stress:** Multiple projects, working and communicating with groups of people including children.

**Sensory Attention:** Must be aware of physical surroundings and conscious of their own safety and that of others including children.