

RDCO Job Description



Position Title: Event Planner/Park Interpreter
Reports To: Supervisor Community Relations & Visitor Services

Division: Parks Services
Date: February 16, 2018

Job Purpose/Summary:

The Event Planner/Park Interpreter is responsible for the delivery of a minimum of 12 Regional Park Visitor Services events to the public. They organize Regional Parks events and where appropriate liaise with Regional Park partners. They develop, prepare, and implement a long-term event plan for Regional Parks. They will assist with general guest hosting and other Regional Park programs. The Event Planner/Park Interpreter is a champion for celebrating our parks and heritage, connecting to our community, educating about Regional Parks, increasing passive recreational activity, and connecting our residents and visitors to nature. They will deliver events and programs with excitement and passion, engaging our residents at a deeper and meaningful level, inspiring a strong connection for parks and natural spaces. A flexible work schedule is required.

Principal Accountabilities:

1. Plan and execute all aspects of Regional Park events that support the Regional Parks strategic service priorities.
2. Liaise and develop partnerships with Regional Park partners for all internal and external events.
3. Coordinate resources and materials for all Regional Park events.
4. Act as a host and master of ceremony for Regional Parks events.
5. Prepare all event notices and advertising in coordination with RDCO Communications and Parks Visitor Services teams.
6. Provide Guest Services to the general public at the EECO and in Regional Parks.
7. Prepare and develop park events, and activities that increase Parks program capacity and connect Canadians to Nature and become more active.
8. Assist in incident reports, park & facility use statistics, operational planning, risk management, and staff communications.
9. Assist Regional Park Visitor Service programming as needed.
10. Administrative duties.
11. Provide support for financial and budget related duties such as expenditure monitoring and finance reporting for events.
12. Other duties as assigned.

Reporting Relationships:

Dimensions:

Knowledge, Skills & Experience

Educational Background Required:

- Diploma in recreation administration, tourism, or outdoor education, or an equivalent combination of relevant education and experience.
- Valid First Aid and CPR certificate.
- Valid BC Driver's License.
- Police Information Check including Vulnerable Sector.

Experience Required:

- One year as an event Planner or leader.
- Developing working relationship and partnerships.
- Working with cultural and natural history, education, environmental education, and outdoor recreation.
- Strong organization and time management skills.
- Work with minimal supervision.
- Strong written and verbal communications skills.
- All types of payment systems.
- MS Office, graphic design software.
- Public relations.

Working Conditions:

Physical Effort: Occasional lifting and carrying of materials, computer work.

Physical Environment: Office environment 60%, outdoor park sites and events 40%

Mental Stress: Meeting routine deadlines with regular interruptions in workflow, dealing with the public, flexible schedule evening and/or weekend work for events.

Sensory Attention: Public and personal safety, awareness of physical surroundings, and ability to multi-task.