

NATURE INTERPRETER JOB DESCRIPTION 2017



OVERVIEW

Cambridge Butterfly Conservatory is a unique and high profile tourist attraction located in Cambridge Ontario. The Nature Interpreter's responsibilities include leading hands-on educational programs, assisting visitors in their discovery of the tropical conservatory and exhibit rooms, handling live insects and arthropods, and answering visitor questions about butterflies, plants and displays. Nature Interpreters are also required to support operations in other departments such as Admissions, Gift Store, Café and Admin, as required. Cambridge Butterfly Conservatory welcomes and encourages applications from people with disabilities. Accommodations are available on request from candidates taking part in all aspects of the selection process.

REPORTS DIRECTLY TO: Education and Interpretive Services Coordinator

CONTRACT DURATION: Start Date: Immediate

HOURS: Part time

- Weekend and Weekday shifts
- approx. 10 – 20 hours/week
- Staff are required to be available for our busiest events including: Family Day weekend, March Break, Easter weekend, Canada Day weekend, Labour Day weekend and Christmas break.

(PLEASE NOTE: The Conservatory is closed on Mondays between October 17th - March 1st with the exception of Family Day. The Conservatory will also be CLOSED December 24th, 25th, 26th, 2017 and January 1st, 2018. Open all other major holidays.)

REQUIREMENTS:

- Strong customer service skills and a high level of organization and attention to detail
- Post-secondary education in a field related to Science and/or Education (Eg. B.Sc, B.Ed, or ECE)
- Background knowledge in nature study, interpretation and education are an asset
- Experience working with children and youth
- Excellent communication skills, strong leadership skills, responsible, enthusiastic and creative
- Comfortable interacting with visitors of different ages and abilities, in large and small groups
- Willing to handle live creatures including but not limited to millipedes, cockroaches, stick insects, and caterpillars
- Ability to initiate conversations with visitors, and interact in a positive and enthusiastic manner
- Interest in insects, invertebrates and plants
- Valid Standard First Aid and CPR qualifications
- Current Criminal Reference Check
- Management experience an asset

UNIFORM

- Staff are required to wear the appropriate uniform and safety equipment at all times.

RESPONSIBILITIES:

Education and Interpretation:

- Greet and welcome visitors and support them in their visit of the Conservatory
- Actively engage with visitors in the Conservatory at all times
- Assist visitors in their discovery of the Conservatory and exhibits by engaging them in conversation about interesting/unique facts
- Assist visitors in identifying butterflies, plants and birds in the Conservatory
- Deliver educational programs to a variety of audiences, including but not limited to:
 - JK to Grade 12 school groups
 - Birthday Parties
 - Guided Tours
 - Seniors Groups and Tour Groups
 - Guiding & Scouting Programs
 - Special events(i.e. Children's Christmas parties etc.)
 - Offsite programs
 - Homeschool Program
 - Day camps

Conservatory Maintenance:

- Ensure pathways in conservatory are tidy and free from slip & trip hazards including plant material
- Keep windows, surfaces, exhibits and signage clean in work and display areas
- Assist with care and feeding of birds, butterflies, fish, turtles, plants and other insects/arachnids as instructed by Education Coordinator, Conservatory Manager, Conservatory Supervisor

Frontline Resource Staff:

- Operate till and process financial transactions in Gift Store, Admissions Counter, Gift Store, and Café
- Assist with food service in Café

Other Duties as Required:

- Other duties to support daily operations and customer service as assigned.

HEALTH AND SAFETY

Employees of Cambridge Butterfly Conservatory are given the responsibility of being safety conscious, in their interest, and in the interest of their fellow employees. Employees are also responsible for complying with the following requirements:

1. Ensure that all equipment is maintained in good order and to see that worn out or damaged equipment is reported and/or replaced immediately. Wear all personal safety equipment as required.
2. Use all machine guards and safety devices provided. Do not remove, disconnect, unplug or otherwise make useless, such devices and do not operate any machine or equipment where such devices have been removed or made useless or are defective.
3. Report to your supervisor all defective structures, equipment, lighting, ventilation, floors, rails, guards, etc., and take all necessary steps to prevent injury from such defects pending reporting or repair.
4. Use tools and equipment in the manner for which they were designed. Do not use defective tools or equipment and report same, locking or tagging out such equipment as appropriate.
5. Do not drive or operate any vehicle or equipment unless authorized and trained to do so.

6. Do not attempt repairs or alterations to any machine or equipment unless authorized to do so. Qualified people may only perform such work (except routine repair or alteration usual to occupation concerned).
7. Practice good housekeeping. Keep all work areas safe and orderly by placing waste and garbage in receptacles or places provided, by safe placing or stacking of materials and by clean up after job completion.
8. Report to your supervisor all injuries, no matter how minor, and continue to report for treatment as long as is necessary.
9. Report all accidents, no matter how minor, to your supervisor immediately (prior to leaving the department for treatment and prior to leaving the premises, if reasonable to do so).
10. Follow all workplace safety rules and regulations.
11. Read and comply with regulations and procedures set out in the Cambridge Butterfly Conservatory health and safety policies and procedures (TBA).
12. Follow your manager or supervisor's instructions for specific training in your job or area and complete and sign the Job Safety Orientation Checklist (TBA).

TO APPLY:

Please send your resume with cover letter to:

JENNIFER TREMEER: e-mail: education@cambridgebutterfly.com

Thank you to all that apply but only qualified applicants will be contacted.