



Interpretive Coordinator

Objective:

To promote the mission and purpose of Brandon Riverbank Inc. by delivering Interpretive Programs through the Riverbank Discovery Centre, planning and implementing “Swamp Camp” a week-long (1/2 day) summer day camp, which is provided for a total of 4 ½ to 5 weeks in the months of July and August as well as coordinating tours throughout the Assiniboine River Corridor.

Responsibilities:

1. Interpretive Programming

- Research and develop interpretive programming for all ages
- Develop promotional material and advertising for programming as well as social media including virtual programming
- Deliver the interpretive programming on both a scheduled and unscheduled basis
- Assist with monitoring, modifying, gathering, and analyzing interpretive programming statistics

2. Tour Coordination

- Research and update interpretive programs for the promotion of tours throughout the River Corridor, focusing on wildlife, habitat, history, and Riverbank projects for groups, individuals and public events

3. Other Duties

- Conduct research and compile information to be used in newsletter articles, interpretive signage, future tour programs, social media, etc.
- Provide assistance in the Riverbank Discovery Centre when necessary, answering phones and serving visitors
- Clean up and organize camp supplies daily and at the end of the season
- Assisting the Program Coordinator with duties as assigned, including preparing reports
- Daily cleaning of washrooms and minor maintenance of the Riverbank Discovery
- Gardening (healthy eating planters), various outdoor maintenance and clean-up duties, including clearing of garden beds

Qualifications:

- Work well with children
- Effective communication and problem-solving skills
- Working knowledge of Microsoft Office applications
- Must complete a Child Abuse Registry & Criminal Record Check
- Must have completed First Aid Training prior to starting
- Additional training as required by the Executive Director or the Programming & Community Relations Coordinator
- Public speaking

Position Details:

Hours: 37.5 hours/week
Start Date: May, 2023
End Date: August 2, 2023