

Metro Vancouver Regional District

Position Description: Watershed Tour Coordinator (G726)

October 2017

PURPOSE OF THE POSITION:

Reporting to the LSCR Operations Foreman, this position is primarily responsible for the coordination of the school, public, volunteer and stewardship programs taking place within the LSCR, Capilano and Coquitlam watersheds. The position includes overseeing the development and delivery of programs with a contractor and education team, special events planning, program registration, evaluation and promotion.

DUTIES: *(The duties described are intended to be representative of the position and are not to be considered as all inclusive).*

Assists with development, coordination and delivery of school (K-12) and public education programming and tours for Water Services.

Assists with planning, overseeing and implementing watershed and LSCR stewardship activities, facilitating public events (e.g. Rivers Day), producing and reviewing signage or news articles; including producing e-newsletters, and updating the webpage.

Identifies, plans, and works with a team to implement strategies and communication tactics that build awareness of, and engages the public in, advancing sustainable water use in Metro Vancouver.

Develops and prepares materials to complement existing education curriculum; writes or adapts print materials and teaching aids, plans and writes lesson plans and teaching activities for use by educators or community groups.

Coordinates projects with External Relations and other departments to ensure consistent messaging and outreach objectives.

Assists with contracted services procurement and related purchasing processes to cover all program transportation needs. Manages scheduling of bus bookings, staff and tours. Coordinates and directs staff, consultants and contractors as required.

Trains and supervises watershed tour staff. Ensures staff and participant safety is maintained by assessing and recommending trail and site maintenance, safe driving procedures, watershed entry requirements and other safety protocols.

Participates in outreach activities with other divisions in Water Services and External Relations (e.g. facility tours). Develops and delivers teacher focused workshops.

Performs standby for after hours and weekend response as required.

Supports emergency response efforts, including forest fire fighting assistance, petroleum spill clean-up, road patrols and emergency remedial works.

Performs other related duties as required.

REQUIREMENTS:

Diploma in Natural Resource Management technology program and related experience in an environmental/outdoor education environment or an equivalent combination of training and experience.

Sound written and oral communication skills including report writing and presentation skills; ability to communicate complex information, requirements and implications to diverse audiences.

Ability to plan, develop, coordinate and evaluate communications and/or education strategies, programs and events. Coordinate production and delivery of a variety of communications and/or education materials.

Thorough knowledge of the principles, practices and techniques relating to communications, and/or education as they relate to government agencies, organizations and/or current school curriculum.

Considerable knowledge of writing techniques, graphic arts, and print production and of the news and advertising media.

Ability to represent Metro Vancouver's corporate objectives to internal and external audiences.

Ability to monitor program budgets; and to prepare and maintain associated records, reports, correspondence and related materials.

Demonstrated ability to safely and effectively supervise staff and contractors.

Demonstrated knowledge in the development and implementation of worksite safety management plans.

Demonstrated proficiency in standard office and technical software applications.

Valid Class 5 BC Driver's License.