

ENVIRONMENTAL EDUCATION INTERPRETER-BOTANICAL GARDEN**NATURE OF WORK**

This is professional and technical work within the University Botanical Garden Educational Programs.

Employees of this class assist in the planning, developing and establishment of educational programs for school children, various groups and the general public. Work also includes assisting in photographic projects, public relations activities as well as constructing educational displays. Supervision is exercised over part-time and seasonal staff. Work is performed with independence under the direction of the Interpretation Coordinator and reviewed through discussion and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in planning and developing education programs including student visits, school presentations, education week presentations, teacher workshops and general public activities; evaluates group capabilities and discusses topics with immediate supervisor; reviews materials available and methods of presentation; gathers background materials and reviews current display items; participates in field work to obtain materials; researches information, as necessary.

Prepares displays by setting up live materials and necessary information cards; takes photographs and prepares slides; researches data for related discussions; conducts presentations, tours and discussions.

Establishes and maintains liaison with education officials and media representatives; represents the Garden at related functions; assists in the promotion of public awareness of Garden activities.

Supervises assigned part-time and seasonal staff; plans work routines and schedules; provides training and sets priorities; reviews work upon completion; assists in the interview of applicants, as required.

Maintains displays for special groups or general public; conducts bird watches, guided walks and mini workshops.

Assists in the preparation of educational materials such as pamphlets, brochures, identification cards and trail maps.

Maintains the Garden's collection of photographs and slides and library of related information.

Perform related work as required.

REQUIREMENTS OF WORK

Some experience in interpreting nature to a broad audience including school-age children in an informal educational environment; graduation with a degree from a four-year college or university with major course work in natural sciences and education; or any equivalent combination of experience and training which provides the following knowledges, abilities and skills:

Some knowledge of natural history and horticulture as it relates to Newfoundland.

Some knowledge of principles, methods and techniques involved in developing and establishing educational programs and in promoting public awareness of Garden activities.

Some knowledge of the various needs of those involved in teaching school children.

Some knowledge of the goals and objectives of the Garden.

Ability to assist in the developing and establishing of educational programs.

Ability to prepare educational trails and displays.

Ability to keep manual and computer records, draw detailed plans and prepare reports.

Ability to establish and maintain complex records.

Ability to effectively communicate with individuals and groups of various ages both orally and in writing.

Ability to supervise the work of part-time and seasonal staff.

Ability to operate 35mm camera and audiovisual equipment.

Ability to establish and maintain effective work relationships with teachers, students, general public and other staff members.

Possession of a valid Province of Newfoundland and Labrador driver's license.