

INTERPRETATION CO-ORDINATOR - BOTANICAL GARDEN

NATURE OF WORK

This is professional, technical and supervisory work in the planning, developing and establishing of interpretation and educational programs within the University Botanical Garden.

The employee of this class is responsible for the planning, developing and establishment of interpretation and educational program for school children, various groups and the general public. Work also includes the design and construction of interpretive displays. Supervision is exercised over professional and clerical subordinates and part-time and seasonal staff. Work is performed with considerable independence under the direction of the Curator and reviewed through observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Plans interpretation and education programs including student visits, school presentations, education week presentations, teacher workshops and general public activities; determines appropriate topics considering group capabilities, degree of detail required and group needs; evaluates time and supplies required; contacts instructors, when necessary; discusses proposals with immediate supervisor for approval.

Develops programs by evaluating materials available and methods of presentation; determines those materials of group interest; reviews display, slide and discussion methods and establishes method to be used; gathers background materials and reviews current display items; determines needs for additional live material and information; conducts 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; establishes schedules; makes necessary course arrangements with Extension Service contacts school or groups representatives to confirm bookings; conducts presentations, tours and discussions.

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

Supervises assigned professional, clerical, 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.

Establishes, reviews and maintains displays for special groups or general public; sets up and schedules bird watches, guided walks and mini workshops.

Prepares interpretation and educational materials such as pamphlets, brochures and identification cards; designs and develops trail maps.

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

Perform related work as required.

REQUIREMENTS OF WORK

Considerable experience in interpreting nature to a broad audience; 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:

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

Considerable knowledge of principles, methods and techniques in the developing and establishing interpretative program and in promoting public awareness of Garden activities.

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

Knowledge of the goals and objectives of the Garden.

Ability to initiate, develop and establish interpretive programs.

Ability to plan and develop interpretive trails and displays.

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

Ability to establish and maintain complex records.

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

Ability to direct the work of professional, clerical, and part-time and seasonal staff.

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