



The Joggins Fossil Institute (JFI), a non-government charitable organisation, is the lead organization that provides for the protection, presentation, and promotion of the natural heritage values of the Joggins Fossil Cliffs UNESCO World Heritage site for current and future generations.

POSITION DESCRIPTION

POSITION:	Interpreter (Term)
TITLE OF IMMEDIATE SUPERVISOR:	Director
LOCATION:	Joggins Fossil Cliffs World Heritage Site and Joggins Fossil Centre
ANTICIPATED START DATE:	20 th April 2012
ANTICIPATED END DATE:	31 st October 2012
HOURS PER WEEK:	30 hours per week (minimum)
WAGE:	\$ 11.00/ hour

PURPOSE

Interpreters are responsible for enhancing visitor experience by conducting guided tours of the Joggins Fossil Cliffs UNESCO World Heritage Site and the Centre, providing informal on-site interpretation and addressing visitor enquiries. Furthermore, Interpreters have a role to play in ensuring safe and regulated visitation to the Joggins Fossil Cliffs World Heritage Site and the Joggins Fossil Centre.

Interpreters gain experience and training in presenting thematic interpretive programs. Interpreters will become familiar with operations at the Fossil Centre, learn to identify and address safety issues when working with the public and will gain knowledge of palaeontology, coastal ecology, wildlife biology, botany, tourism and geology.

ACTIVITIES

1. Deliver guided tours on a daily basis, which focus on: the fossils and geology of the Joggins Fossil Cliffs, cultural and industrial heritage, and coastal ecology.
2. Deliver educational programming (in the form of activities and games) to groups.
3. Undertake beach monitoring and ensure safe beach access.
4. Adhere to and promote legislation and policies on protection of natural geological heritage and safety
5. Provide informal interpretation and respond to visitor enquiries.
6. Inspect and address public areas of the Centre, its grounds and the World Heritage site to ensure that cleanliness and safety standards are met or exceeded.
7. Provide safety and stewardship information, which includes tide times and information on site stewardship and legislation.

8. Perform other related duties as required.

REQUIRED QUALIFICATIONS

- Completion of Criminal Record Search and Child Abuse Registry (prepared after recruitment)
- Valid First Aid / CPR and WHMIS Certification (for the term of employment)
- Training or equivalent experience using computers and office equipment
- Customer service experience and/or equivalent training and certification

PREFERRED QUALIFICATIONS

- Valid driver's license
- Fluency in French

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Basic knowledge of sedimentary geology and Carboniferous palaeontology
 - Excellent public speaking and presentation skills with the ability to deliver verbal interpretation
 - Ability to work efficiently alone with limited supervision as well as in a team environment
 - Ability to understand tide times and the scheduling of events in relation to natural constraints
 - Ability to remain composed and professional during high-pressure situations
 - Capable of working flexible hours including most weekends, holidays and evenings
 - Strong organisational skills and abilities
 - Physically able to conduct tours at the Joggins Fossil Cliffs (climbing stairs, walking on cobble beach for approximately 8 kilometres in one day).
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