

**Fraser River Discovery Centre
Summer Opportunity – Position Dependent on Grant Funding**

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia. Through exhibits, education programs, and special events. The centre is currently seeking a **Programs and Admin Assistant** to join our small, dynamic team of staff, contractors, and volunteers.

SUMMARY

Reporting to the Education Coordinator, the **Programs and Admin Assistant** is responsible for delivering education programs, group tours, public programs, outreach activities, and birthday parties; providing exhibit interpretation to visitors; assisting with daily opening and closing procedures and exhibit maintenance; essential front desk and gift shop coverage; and maintaining the safety and security of the FRDC facility.

RESPONSIBILITIES

- Engage visitors in the discovery of the Fraser River through interpretation of the Centre's exhibits.
- Memorize and help deliver our range of education programs, group tours, and birthday parties for a diverse variety of age groups, with support from volunteers and other Education staff.
- Assist with daily exhibit care and maintenance, including opening and closing procedures.
- Assist with the planning and delivery of public drop-in programs at the Centre, and the planning and presenting of outreach activities at community events in the Lower Mainland.
- Maintain the FRDC's high standard of professional educational programming and customer service at all times.
- Provide essential front desk coverage to the Operations Manager, including answering visitor inquiries, managing phone lines, supervising the gift shop, and processing cash register sales.
- Maintain the safety and security of the FRDC exhibits and facility for all visitors, staff, and volunteers. Report all maintenance issues to the Operations Manager.
- Other duties as required.

ESSENTIAL AND DESIRABLE QUALIFICATIONS

- Applicant must have been a full time student during the last academic year and be returning to full time study in the fall 2017
- Completion of high school diploma, some post-secondary education in a related subject preferred (e.g. museum studies, history, education, Canadian/BC studies, tourism, environmental science, biology)
- Proven skills in customer service and interacting with a diverse range of audiences (schoolchildren, families, seniors, etc.)
- Strong interpersonal and communication skills, both verbal and written
- Excellent presentation and public speaking skills
- Competency in essential computer skills such as Microsoft Office Suite and social media platforms
- Excellent time management, memorization, organization, and problem solving abilities
- Ability to work effectively independently and in a team
- Experience in, or willingness to learn, new educational techniques such as inquiry-based teaching
- Experience working in a front-of-house or outreach role is desirable
- Experience working in a heritage, cultural, educational, or non-profit setting is desirable
- Valid Class 5 Driver's License (or equivalent) is desirable
- Experience working with volunteers is desirable
- A second language is desirable

HOURS: Part-time, 30 hours per week, usually 9:45 – 4:15 (must be available for stat holidays and weekends)

RATE: \$12.50/ hr plus 4% in lieu of vacation

APPLICATION DEADLINE: April 28, 2017 **Duration:** May 16 to September 3

To apply, please fax or email résumé and cover letter in confidence to:

Stephen Bruyneel, Executive Director
Fraser River Discovery Centre, 788 Quayside Drive, New Westminster, BC V3M 6Z6
Email: sbruyneel@fraserriverdiscovery.org

**We thank all applicants for their interest;
However, only those selected for an interview will be contacted.**

788 Quayside Drive, New Westminster, British Columbia, Canada V3M 6Z6

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