

JOB DESCRIPTION

POSITION:	WILDLIFE & VISITOR SERVICES COORDINATOR		
DEPARTMENT:	Parks – Forestry & Natural Areas		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	40	JOB CODE:	543563
SHIFT WORK REQ'D:	Yes	GRADE/CLASS:	0.13

DUTIES:

Reporting to the Naturalist and Outreach Coordinator, this position will be responsible for assisting with the day to day management of a Nature Centre and City Natural Areas. The successful applicant will attend to all walk-in visitors and phone calls concerning parks and wildlife issues such as coyote behaviour, rabies, injured animals, baby birds, deer, etc., respond to calls to have wildlife such as snakes, bats and birds that have gotten into buildings and provide for or advise on removal and relocation. Provide care for injured, orphaned and/or sick wildlife brought to the Centre. Responsible for inspecting park trails, bridges and fences for state of repair, fallen trees, animal burrows, poisonous plants, ticks and other hazards. Maintain feeders and gardens. Responsible to book rentals, collect fees, setup and cleanup rental spaces. Assist in the development of facility programmes, including registration, class schedules and rentals. Complete banking, cash reports and control flow and security of monies. Compile visitor and facility use statistics. Consult with government agencies, other city departments, interest groups and private organizations in order to provide research and resources information. Assist part-time staff and volunteers with computer and equipment use, wildlife care, indoor/outdoor exhibits maintenance and trail system maintenance. Teach natural history based programming for all ages. Care for and feed live exhibit animals. Maintain natural history displays. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a two (2) year post secondary community College diploma in Environmental or Biological studies and one (1) year of post secondary education in Nature Interpretation or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of work experience in a nature centre;
- Must have and maintain as a condition of employment a current Standard First Aid Certificate and CPR Basic Rescuer Certificate;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's License is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have working knowledge of computer software programmes, such as Microsoft Word and Excel;
- Must be available for shifts scheduled Sunday through Saturday inclusive of statutory holidays;
- Knowledge of the C.L.A.S.S. software program will be considered an asset;
- High Five-Principles of Healthy Child Development and Quest is considered an asset;
- Additional courses in Public Relations would be considered an asset;
- The physical demands analysis associated with this job indicates a light to medium level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.