



1100 Chestnut Street Vancouver British Columbia V6J 3J9

JOB OPPORTUNITY

Position: Interpreter II
Department: Learning Services
Reports To: Director of Learning
Salary: This is auxiliary, shift work on weekdays, weekends, and evenings
Pay Grade 14 (\$16.44 per hour) plus 12% in lieu of benefits
This position falls under the jurisdiction of CUPE Local 15
Posting Date: Wednesday, September 3, 2008
Closing Date: Friday, September 12, 2008

Nature of Position

Learning is an important aspect of the H.R. MacMillan Space Centre mandate. Every day visitors of all ages are engaged with a sense of wonder about the universe, our planet and space exploration. The H.R. MacMillan Space Centre is seeking a dynamic individual to develop and present routine interpretive programs to a variety of audiences at the Space Centre and offsite.

Major Duties and Responsibilities

Working with staff in Learning Services, the interpreter is expected to act with initiative, work independently and as part of a team to develop and deliver selected astronomy, space science and sustainability education programs and activities. Audiences include; adults, children, families, ESL, school and community groups, and the general public. This incumbent will assist senior staff in developing and presenting more complex interpretive programs, activities, and special events of a similar nature. Work includes researching topics related to set themes for integration into presentations; selecting and developing activities; setting up and using technology and equipment required to present routine interpretive programs; and maintaining programming materials. This position may also design and create educational materials such as props, simple multimedia and hand-outs in support of programs, and prepare displays for special events. Liaising with teachers and other group leaders to ensure assigned programs meet learning objectives is required. After an initial period of training the incumbent will exercise considerable independence of judgment and action within program guidelines, referring unusual or difficult problems to a supervisor. This position may assist a superior in training and overseeing the work of volunteers. Work performance is evaluated by a superior in terms of the quality of services rendered to the public and attainment of objectives.

Qualifications

- ❖ A passion for working with people and an energetic and enthusiastic team player
- ❖ Working knowledge of HR MacMillan Space Centre policies, regulations and equipment as they relate to the work performed
- ❖ Ability to effectively communicate and present routine programs and activities to a variety of audiences
- ❖ Ability to communicate effectively with children and adults, to lead group activities and provide instruction, and to promote interest in the HR MacMillan Space Centre initiatives and events
- ❖ Ability to research related topics and prepare related educational materials and displays, and to provide assistance to senior staff in the development and presentation of more complex programs and activities
- ❖ Working knowledge of astronomy, space science, and sustainability
- ❖ Working knowledge of methods, procedures and techniques of developing and presenting interpretive programs and activities

- ❖ Ability to establish and maintain effective working relationships with a variety of internal and external contacts
- ❖ Perform related office support functions such as providing information to the public and groups, and maintaining files
- ❖ Completion of one year post-secondary education in astronomy, sciences, environmental education or a related subject plus some related experience in interpretation techniques and working with children or an equivalent combination of training and experience
- ❖ Level 1 First Aid and a Valid BC Driver's License is an asset

Please submit application in writing not later than 5:00 pm, Friday, September 12, 2008 to:

Director of Operations

BY MAIL:

HR MacMillan Space Centre
1100 Chestnut Street
Vancouver, BC V6J 3J9

BY FAX: 604-736-5665

BY EMAIL: rmarchand@spacecentre.ca

Regretfully, only those applicants selected for interviews will be contacted