



## **Cape Enrage Interpretive Centre Inc.**

P.O. Box 1503, Hopewell Cape, NB E4H 4W74

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### **Position Description**

**Position Title:** Interpreter

**Company;** Cape Enrage Interpretive Centre Inc.

**Reports:** General Manager

**Location:** Cape Enrage, NB

#### **Major Functional Relationships:**

- General Manager
- Adventure Manager / Team
- Co-workers
- Visitors
- Concessionaires (i.e. Restaurant & Studio/Gallery)
- Chairman of the Board

#### **Principle Purpose:**

Patrol the site, beach and lighthouse and provide safety advice and guided tours with accurate interpretive information to visitors in a positive manner.

#### **Primary Duties and Responsibilities:**

Clearly understand and fulfilling all aspects of the Interpretive position, as well as site policies.

- Acquire substantial knowledge about the Cape Enrage, the tides of the Bay of Fundy, the history of the area, the local wild life ( birds, fish, animals and plants ) and be able to give out information concerning other interesting local natural and historical sites.
- Interact with visitors in a welcoming manner and conduct guided tours with accurate interpretive information, as required.
- Patrol the site as directed by the daily schedule.
- Be a goodwill ambassador for Cape Enrage in all interactions (i.e. with visitors, co-workers and other staff).
- Provide first aid and safety advice to visitors as needed.
- Report all safety concerns to your supervisor.
- Act in a manner and behaviour that is polite and courteous, but at the same time authoritative enough for you to control, if necessary, any dangerous behaviour or situation.
- Actively contribute to the success of the team.
- Actively participate in any training or mentoring provided and apply knowledge to day to day activities.
- Assist in the training and integration of new comers.
- Help keep the site clean.
- Assist the General Manager as directed.
- Other related duties.

## **Cape Enrage Interpretive Centre Inc.**

**Position Title:** Manager

### **Person Specifications:**

- The Ideal Candidate will be confident and outgoing;
- Previous Interpretive Experience and/or experience dealing with the public a definite asset;
- Computer literacy (i.e. Microsoft Word & Excel) an asset;
- Bilingualism (English & French) a definite asset;
- Preference will be given to candidates with current First Aid and/or WHMIS Training.
- Compliance with all Health & Safety and Quality Assurance Policies
- Experience in dealing effectively with internal and external customers, including suppliers, staff and the general public;
- Effective communications and team work skills (i.e. written and verbal);

**Salary to be Negotiated**