



Making a difference...together

Employment Opportunity

Tour and Resource Planning Assistant

Integrated Water Services – Watershed Protection

Competition	22/056
Status	Auxiliary
Hours of Work	70 hours bi-weekly (variable work schedule of weekdays and weekends)
Rate of Pay	\$28.14 to \$30.11 per hour, plus 14% in lieu of benefits (2021 rates)
Review of applications begins	4:00pm on April 11, 2022
Notes	Length of assignment is approximately 3.5 months (early April to mid-July 2022)

Summary

The Tour and Resource Planning Assistant will work with the Tour and Program Coordinator to assist with the preparation, organization and delivery of public and school tours of the Greater Victoria Water Supply Area (GVWSA), as well as provide assistance to the review of the environmental characteristics of the GVWSA. This position will have a variable work schedule of weekdays and weekends.

The anticipated length of this term assignment is approximately 3.5 months (early April to mid-July 2022).

Duties & Responsibilities

- Assists with the preparation, organization and delivery of the public and school tours of the GVWSA.
- Assists with the development of display materials and summarizing tour evaluation and survey data.
- Assists with researching and summarizing information relating to school curricula, program content, and educational games and activities.
- Communicates effectively with adults and children.
- Assists with researching topics and the development of charts and graphs for Resource Planning projects.
- Represents the CRD in a professional and informed manner. Liaises with and refers the public to the correct source of information on water and other CRD programs.
- Confirm tour bookings by email.
- Works outdoors in various conditions including riding on a bus on unpaved roads.
- Follows all policies, procedures, and standards of the CRD.
- Performs other related duties as required.

Qualifications

- Two year diploma in related field such as environmental studies, geography, natural sciences, education, and a minimum of six months' related experience. An equivalent combination of education and experience may be considered.
- Excellent customer service, communication (both verbal and written), interpersonal and public relations skills and experience are required.
- Leadership abilities including role model behaviours, as well as demonstrating sound judgment while creating a positive, enthusiastic and fun environment.
- Ability to work as part of a team.

- Experience working with the public and/or providing outreach education to large groups.
- Enjoys working outdoors in various weather conditions.
- Working knowledge and experience with Microsoft computer software applications, including Word and Excel.
- Knowledge of natural environment on southern Vancouver Island.
- Experience with literature research and use of spreadsheets for analysis and graphing.
- Ability to be thorough and accurate with strong attention to detail.
- Standard First Aid with CPR-C.
- Must possess a valid Class 5 BC Driver's Licence. Candidates will be required to provide a recent driver's abstract.

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee mandatory vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires proof of being fully vaccinated as a condition of employment.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

