



Job Description

Canoe Safari Assistant Weekend (Seasonal)

Directorate: Operations

Location: WWT Wetland Centre Slimbridge

Reporting to: Canoe Safari Warden

Grade: 4

Main function of post: To assist with and maintain the Canoe Safari Trail, the hire facilities and associated areas and ensure the smooth day-to-day operation of the area

Supervisory responsibilities: Casual staff and Volunteers in Wardens absence

Hours worked: 10.30am to 5.00pm, Saturday & Sunday

Responsibilities of the post

1. To assist with setting out, clearing away and returning canoes and associated equipment
2. To assist in the daily cleaning of all areas within the 'River Life' area to include play equipment, picnic tables and benches, boardwalks, handrails and pathways in accordance with our zoonotic disease reduction policies.
3. Greeting visitors, explaining how to engage in the activity and provide information on operation of all equipment, ensuring health and safety instructions and standards are strictly adhered to
4. To provide instruction and advice to visitors on using the canoe safely and to ensure buoyancy aids are provided and fitted correctly.
5. To assist with ensuring all areas associated with the canoe safari are maintained to a satisfactory standard, including horticultural, interpretation and wild areas.
6. To take payment for the hire of the canoe and buoyancy aids ensuring accurate financial records are kept for all hires.
7. To ensure all visitors read and sign the terms and conditions of the loan agreement, ensuring accurate records are kept for all hires.
8. To assist in grounds security duties, when required, by clearing the grounds and hides of visitors at the end of the working day and locking down the perimeter fence.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: February 2011

Amended:

Person Specification

1. Qualifications

Essential:

- Educated to GCSE level or level 2 NVQ or equivalent

Desirable:

- Up to BCU level 2 qualification or similar
- First Aid certificate
- Life saving qualification

2. Experience

Essential:

- Experience of working in a visitor attraction or similar customer focused operation
- Experience of working with people of all ages

Desirable:

- Practical grounds and or horticulture maintenance experience
- Experience in coaching novices in outdoor activities.
- Experience in canoeing / adventure activities

3. Managerial & Supervisory

Essential:

- None

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	4+
Contractors	0	0

4. Responsibility

Essential:

- Responsible for ensuring visitors use the activity and equipment safely and as directed

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	0
Cash Handling	£500
Assets (required for job, exc. buildings)	0
Visitors (per annum)	>10,000 visitors

5. Creative Ability

Essential:

- Ability to give instructions to visitors
- Explain to visitors how to engage with the activity and what they will be required to do
- Provide visitors with information on safe operation of canoes

6. Contact

Essential:

- Excellent spoken communication skills
 - Excellent customer care skills
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General Notes

This position will require work during some evenings, weekends and public holidays to meet the needs of the post.