



WAYFINDING TEAM MEMBER

JOB DESCRIPTION

Introduction

As comfortable riding a bike through the city as they are parking a car in a tight space, our Wayfinders appreciate that people navigate the Exchange District in a variety of ways and understand the importance of helping people get around— especially when learning new ways of doing things. With a friendly, outgoing disposition, this student or recent graduate in urban planning, landscape architecture or transportation planning enjoys being outdoors, thinks creatively, and knows how to collect data and make keen observations.

Position Overview

This summer, the Exchange District will see several enhancements to active transportation infrastructure and on-street parking. To make the most of these enhancements and to help ensure the most positive experience for all those who spend time in the area, our Wayfinding Team will help to activate, promote, and assist with navigating the new infrastructure.

Wayfinders will help promote new infrastructure, be part of the Exchange District team in planning events, collecting data and feedback, and making recommendations for improving the overall experience of navigating the Exchange District. They will help people with directions, explain new types of infrastructure, distribute information and report back to the team with observations.

Reporting

The Wayfinder reports to the Manager of Operations, Community Safety and Beautification (MO) and works closely with the Special Projects Coordinator & Executive Assistant (SPCEA) and the Marketing & Communications Coordinator. In the absence of the MO, the Wayfinder will communicate directly with the SPCEA.

Main Areas of Responsibility & Related Tasks

Perform tasks including, but not limited to:

- Assist with the implementation of Exchange District active transportation projects and programs as needed and as directed by the MO.
- Become an expert in Wayfinding for the Exchange District.
- Conduct active transportation related data entry / maintenance (survey results, etc.) and mapping.
- Recommend and implement various enhancements to the public realm as needed to promote and encourage active transportation in the Exchange District (such as seating, decorations, signage, plantings, etc.).
- Conduct research for various active transportation initiatives, programs and proposals.
- Develop and maintain data relevant to active transportation as needed.
- Produce progress reports on active transportation and back-in angled parking projects as required.
- Establish and maintain working partnerships with relevant stakeholders as to active transportation projects and programs.
- Assist with PR related to active transportation projects and back-in angled parking as needed.
- Coordinate and / or attend active transportation related events as needed.
- Work with and communicate with Exchange District businesses to gain their participation in Exchange District active transportation and back-in angled parking projects, which may include the Bike Friendly Business program; bistro sets; bike racks; brochures and planters.
- Assist the general public with new back in angled parking in the Exchange District.
- Other active transportation related duties as may be assigned from the Manager, Operations and/or Executive Director.

Qualifications & Skills Required

Current student or recent graduate in city planning, landscape architecture, environmental design, architecture, transportation planning or comparable field.

- Strong task management, administration and organizations skills and problem-solving abilities
- Research, writing, and record keeping
- Excellent verbal communications skills in English. French is an asset
- Physically fit and active— a great deal of walking and cycling is required
- Professional, self-assured demeanour, representing the Exchange District BIZ
- Basic photography skills
- Attentive to visual details
- Solid work ethic, dependable, reliable and able to work effectively without supervision
- An ability to navigate by foot the Exchange and downtown area
- A commitment to providing professional customer service
- The flexibility to work weekdays, weekends, split shifts and in inclement weather

Classification:	Seasonal / Full-time
Employment timeframe:	Early June to September 30 (flexible schedule in possible in September)
Wage:	\$15.00 per hour

Submit cover letter and resume to klowak@exchangedistrict.org

We thank all those who apply, however only candidates chosen for an interview will be contacted.