

Working Title Palaeontology Interpretation Specialist		Name	
Position Number	Reports to Position No., Class & Level Visitor Engagement Supervisor	Division, Branch/Unit Parks Division, South Area, Dinosaur	Ministry Forestry and Parks
Present Classification PS 2		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Palaeontology Interpretation Specialist develops and delivers interpretative programs and provides scientific guidance to the visitor engagement team within Dinosaur Provincial Park. This role supports multiple initiatives within the unit by undertaking research and conducting literature reviews on various subjects, but primarily palaeontology. This position may develop planning related documents and recommendations for decision makers and coordinate staff engagement opportunities for planning projects related to priority actions from a number of Alberta Parks guiding documents. Responsibilities also include providing general support to the land and resource management staff in the development and implementation of other priority actions.

The Palaeontology Interpretation Specialist works within Dinosaur Provincial Park program objectives, mandates, business plans, and action plans to provide a variety of personal programming to area visitors. Interpretive programs increase awareness, understanding, and knowledge of Alberta's natural resources and the importance of our heritage sites in the protection of Alberta's resources. Additionally, the incumbent provides assistance and support to the Visitor Engagement Supervisor position by training and mentoring seasonal summer staff, as well as editing palaeontology work as requested.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Provide leadership to seasonal Park Interpreters to ensure a high degree of interpretive competency and accuracy of palaeontology information
  - Provide professional development opportunities for seasonal staff, such as guided tours, presentations on palaeontology or other learning tools.
  - Acts as an ongoing informational resource for seasonal staff and supervisors on topics of palaeontology and palaeontological best-practice
  - May provide mentorship and supervision to seasonal interpreters, as requested by supervisor
2. Conduct research and literature reviews on various subjects, primarily palaeontology.
  - Review and critically analyze program and publication content for their accuracy.
  - Completely review and revise resource packages for program development, as time permits.
3. Develop and/or deliver exceptional public interpretive, outreach and/or curriculum based educational programming in Alberta Parks and/or surrounding communities through activities that include, but are not limited to:
  - Researching potential topics, audiences, and engagement approaches that are relevant to the park location, curriculum (if applicable) and management priorities of the parks system
  - Developing or adapting detailed event or program plans that consider information, information flow, required resources and supports, and interpretive techniques to ensure highly engaging interactions with audiences
  - Leading or assisting with program preparation, organization and logistics (e.g. promotion, material and resource preparation and handling, props, orientation and training, audio/visual support, collection and analysis of related statistics, safety plans)

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- Directly engaging audiences through the delivery of programs, presentations, events, or productions. Some programming may require leading tour (e.g. mobile) elements and/or skills instruction.
  - Testing, evaluating and refining approaches for recurring programming.
4. Assists with organization of the resources required to conduct personal interpretation within the Dinosaur Park District Area.
- Maintenance of vehicles, computers, two-way radios, offices and storage facilities, and fixed asset inventory.
  - Organizing and storing resources such as fossils, library books, videos, audio tapes, costumes, props and natural history specimens.
5. Assists supervisory and land and resource management teams in facilitating landscape and fossil resource protection.
- Assist with research verification as requested by the permitting coordinator
  - Locates and records critical palaeontology sites and landmarks as requested
  - Assist with remediation and record keeping in the event of fossil discovery and/or disturbance as requested
  - Communicates with the Royal Tyrell Museum of Palaeontology on topics of fossil reporting, collection, care, and site remediation, as directed by supervisors.
  - Provides expertise to supervisors on topics of palaeontological best practice for fossil and landscape protection.
6. Other Duties as required

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Assists with organization and facilitation of day-to-day activities for Dinosaur Provincial Park.
- Presents educational experiences to park visitors, school groups, local youth camps, conferences, and community groups to enhance their interaction with Alberta's natural resources, as determined by supervisor.
- Supports conservation officers, biologists and park managers by conveying important park management messages to park visitors, school groups and community groups.
- Delivers training to and supports seasonal interpretive staff of Dinosaur Provincial Park, and to a lesser extent, other Visitor Engagement staff within Alberta Parks.
- Assists supervisory and land and resource management teams to facilitate fossil and landscape protection within the park.
- Ensures that all work-related activities are performed in accordance with OH&S guidelines and the Dinosaur Provincial Park Safety Plan.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- University graduation in a related field; no experience required; or equivalent
- Masters in Palaeontology preferred
- Experience leading paleontological field research and excavations preferred
- Excellent communication, organization and teamwork skills
- Excellent computer skills, including proficiency in Microsoft Office
- Leadership skills, including motivation, team-building and coaching.
- Current WHIMIS Certificate
- Standard First Aid & CPR Level C
- Valid Class 4 drivers license
- 5-year Driver's Abstract issued within 30 days of your application submission; with no more than 6 demerits (4 demerits for a GDL)
- Previous experience in Dinosaur Provincial Park a strong asset

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Previous experience mentoring or supervising an asset
- Previous experience in park interpretation and program planning a strong asset
- Exemplary customer service and interpersonal skills
- Knowledge of park facilities & services; palaeontological history knowledge an asset
- A Criminal Record Check will be required for the successful candidate
- Equivalencies will be considered

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

**Visitor Engagement Supervisor:** reports to this position: close working relationship in the planning, development and presentation of the incumbent's personal interpretive programs in Dinosaur Provincial Park

**Seasonal Park Interpreters:** assisted and coached by this position; responsible for the development and presentation of summer interpretive programs.

**Members of the public:** guided by this position on interpretive, outreach and/or curriculum based educational programs.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

Assists in training and coaching of wage Interpreters, and assists supervisors in evaluating programs. May supervise wage interpreters at the request of the supervisor.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.*

## Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date