

## Update

Ministry

Arts, Culture and Status of Women

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Historic Farm Program Coord

Current Class

Program Services 2

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

Vacant

#### Organizational Structure

Division, Branch/Unit

Heritage, Ukrainian Cultural Heritage Village



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Head, Educ & Interpretation

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Head, Education & Interpretation at the Ukrainian Cultural Heritage Village (UCHV), the Farm Program Coordinator is responsible for delivering all aspects of the UCHV Historic Farm Program. This position leads the planning, execution, and evaluation of the Historic Farm Program, which is an integral component of the overall visitor experience at the UCHV. This is achieved through leadership in the

presentation of historic farming techniques and practices, the coordination of historical agricultural crop and field management, and livestock management, all carried out in line with the site mandate. The overall goal of the program is to preserve and present the agricultural history of east central Alberta.

The mission and goals of the Heritage Division and the UCHV operational plan guide the position's activities. The incumbent collaborates with the rest of the Education & Interpretation team to ensure that the Historic Farm Program is represented in UCHV public programming. Livestock and grain crops, horse-drawn wagons and equipment, and interactive agricultural programming all assist in preserving and presenting the rural agricultural environment of the 1920s in east central Alberta.

This position provides daily supervision, mentoring and leadership to seasonal staff (up to 3-4 individuals) and volunteers to ensure a safe and accurate delivery of programming to the site's audiences.

This position is responsible for all aspects of the on-going care and management of the UCHV livestock holdings, including after-hours care. Livestock includes a horse herd as well as seasonal animals such as poultry, pigs, cattle, or sheep.

## **Responsibilities**

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **1. Livestock Management**

Drawing on extensive knowledge and experience, the incumbent will apply accepted livestock management principles and site policies to ensure healthy livestock and safe conditions for UCHV-managed livestock.

#### **Activities:**

- Undertake needs assessment, develop, implement, and evaluate all programs relating to the acquisition, training, healthcare, and management of all livestock for the UCHV.
- Manage the feeding, health, and care of a herd of 6-8 horses year-round, and manage the feeding, health, and care of additional livestock that may be present seasonally (poultry, pigs, cattle, sheep) to standards that meet or exceed national standards for farm animal care as defined by Codes of Practice of the National Farm Animal Care Council.
- Monitor animals for any signs of stress or illness, as well as any ongoing health needs, including hoof health, dental health, and needed farrier work. Determine each animal's physical and mental readiness to participate in work or interpretive activities.
- Manage after-hours care for livestock as required.
- Maintain accurate and detailed records on site livestock, including care, use, training, and veterinary records.
- Ensure that physical facilities and equipment (barns, enclosures, windbreaks, water troughs, etc.) are maintained in good condition and are safe for livestock housed in them and staff working in these areas.
- Ensure the livestock program aligns with the historical and operational mandate for the UCHV - numbers and breeds are consistent with the size of the operation, historical research, and within operational and budgetary constraints.
- Undertake research into local historical farming methods, livestock (rare and heritage breeds), tools, and any other topic related to the enhancement of the livestock program.
- Establish contacts with resource professionals at organizations such as community colleges, national and local livestock organizations, Alberta SPCA or equivalent, and other relevant animal/livestock groups.
- Respond to visitor inquiries regarding the livestock program.

- Provide consultative services to Heritage Division staff members on matters of livestock as required.
- Other duties related to the livestock program as necessary and stipulated by the Head, Education & Interpretation.

## 2. Horticulture Program

Drawing on extensive knowledge and experience, the incumbent will apply accepted horticultural practices and site policies to ensure effective cropping practices.

### Activities:

- Establish rotation of field crops based on soil needs, livestock feed requirements, program operational needs, interpretive needs, and historical appropriateness.
- Ensure fields are prepared, planted, maintained, and harvested.
- Ensure crops are available for program operations and interpretive programming.
- Undertake research into local historical farming methods, tools, equipment and machinery, and any other topic related to the enhancement of the horticulture program.
- Develop activities and demonstrations that showcase historic farming techniques and practices to enhance visitor understanding of and appreciation for Alberta's agricultural history.
- Monitor noxious weeds in field crops and gardens, and manage noxious weed control in field crops and gardens.
- Establish contacts with resource professionals at organizations such as community colleges, national and local agricultural/crop organizations, and county agriculture offices.
- Respond to visitor inquiries regarding the horticulture program.
- Provide consultative services to Heritage Division staff members on matters of crops and horticulture as required.
- Undertake research into historic seed varieties for crops in accordance with specifications for the interpretive environments, interpretive need, and program operational needs to enhance the horticulture program.
- Other duties related to the horticulture program as necessary and stipulated by the Head, Education & Interpretation.

## 3. Seasonal Staff & Volunteer Training, Support, and Supervision

This position is the primary supervisor for seasonal staff and volunteers working in the Historic Farm Program. The incumbent is responsible for and participates actively in the training, ongoing supervision, and evaluation of farm program staff and volunteers in all aspects of the Historic Farm Program operation.

### Activities:

- Supervise seasonal teamsters (wagon drivers), teamster assistants, and volunteers.
- Plan, develop, deliver, and evaluate training programs and resources for Historic Farm Program staff.
- Certify teamsters and monitor their performance.
- Recruit, train, supervise, and evaluate volunteers as required for Historic Farm Program activities.
- Ensure the quality of day-to-day delivery of public programs through the consistent and ongoing supervising, monitoring, and evaluating of farm program staff and volunteers.
- Work to ensure staff safety and well-being through implementation of site safety policies and

emergency response plans.

- Support seasonal interpreters in their interpretation of farm-related information and activities.
- Train seasonal interpreters in relevant livestock care and handling.
- Promote the safety of all staff and volunteers.
- Other duties related to supervision and training as necessary and stipulated by the Head, Education & Interpretation.

#### **4. Customer Service**

As a front-line employee, this position provides customer service to museum audiences in person and by phone/email, allowing the public to effectively access the UCHV site, programs, and resources.

Activities:

- Deliver all programs and interactions with the public in a professional, courteous, and customer-focused approach.
- Work to ensure visitor safety and well-being through implementation of site safety policies and emergency response plans.
- Ensure high-quality and consistency in overall visitor experience by communicating effectively with site contacts, such as colleagues in Education & Interpretation, External Relations, or Bookings.
- Other duties as necessary and stipulated by the Head, Education & Interpretation.

#### **5. Program Administration**

Ensure the Historic Farm Program operates effectively and efficiently through clear program direction and leadership, as well as adherence to site policies and procedures.

Activities:

- Initiate and monitor expenditures to ensure adequate supplies and materials to allow the program to operate efficiently.
- Acquire, manage, and maintain an inventory of tools and equipment used by Historic Farm Program staff and ensure they are maintained in a safe operating condition.
- Undertake regular inspections of farm machinery, tack, and visitor transportation to ensure they are in safe operating condition before use.
- Coordinate repairs of machinery, tools, and equipment as required.
- Maintain accurate and detailed records on equipment maintenance and usage.
- Represent Historic Farm Program as the program head at site operational meetings (e.g. Occupational Health & Safety, Noxious Weed Committee, etc.).
- Other duties related to program administration as necessary and stipulated by the Head, Education & Interpretation.

#### **6. Support of Other Public Programs**

The incumbent participates actively in supporting and assisting in the delivery of public programs developed outside of the Historic Farm Program in collaboration with Education & Interpretation, Special Events, and other areas to enhance and improve visitor experiences.

Activities:

- Provide interpretive messages, delivery, and orientation in response to interpretive and education program requests.
- Participate in the planning and delivery of UCHV interpretive programs as part of the Education & Interpretation team.
- Participate in the planning and delivery of special events as required at the UCHV.
- Provide a greater level of participation and responsibility for those special events that have livestock or historic farming demonstration components.
- Assist with delivery of outreach or media activities as requested by supervisor or Site Director.
- Other duties as necessary and stipulated by the Head, Education & Interpretation.

## Problem Solving

Typical problems solved:

The incumbent must have the ability to produce, process, and retain information, follow instructions, and communicate effectively in verbal and written formats to clients and staff in a tactful, diplomatic, and professional manner. Positive communication with clients ensures return business and a welcoming environment, while providing services that meet client needs. Positive communication with staff and volunteers ensures continued engagement and satisfaction.

The incumbent must have the ability to respond to emerging and urgent livestock care or visitor services needs and challenges, and lead the initial response and problem solving of those issues.

This position is relied upon as the subject matter expert in livestock care and agricultural practices, and as such, plays a key role in advising the Head, Education & Interpretation and Site Director in decision making.

Types of guidance available for problem solving:

The role is a front-line position whose conduct may impact the reputation of the site and Heritage Division. This position will have the ability to refer difficult issues to the Head, Education & Interpretation, Site Director, or designate. At times during weekend operations in the visitor season, this position is one of the most senior staff on site, meaning that they must be able to solve problems without immediate guidance and know when to contact the Site Director for appropriate guidance.

Direct or indirect impacts of decisions:

Failure to meet these responsibilities may result in serious ramifications for the site's operational requirements or livestock care. This may cause potential embarrassment to the Branch, Division, and Department or harm to the UCHV livestock.

## Key Relationships

Major stakeholders and purpose of interactions:

### Internal:

Head, Education & Interpretation - Supervisor of this position; daily to weekly basis for supervisory direction, tasking, and general communications.

Site Director - Manager; as necessary for management direction and general communications.

Seasonal farm program staff, farm program volunteers - Their supervisor; continuous ongoing daily communication and supervision.

Senior Interpreters - Peers and colleagues; ongoing for daily operational issues and relations with seasonal interpretive staff.

Other unit heads and staff within the UCHV - to consult with colleagues and participate in site and Branch initiatives as appropriate for this position.

**External:**

Conservation and Construction Services staff of the Heritage Resource Management Branch - As necessary as related to the shared responsibilities of landscape and weed management, shared work spaces.

Property management contractor - As necessary as related to the security and maintenance needs of the site.

Lamont County agricultural services office - As necessary as related to the noxious weed control on the site or other agricultural consultation.

Position works with various clients/stakeholders, including:

- Schools and teachers
- General audiences of the UCHV, including families, adults and seniors, and community groups
- Farm program contacts at other living history or agricultural museums
- Volunteers

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

Agriculture, Animal Health/Science

Job-specific experience, technical competencies, certification and/or training:

- Post-secondary education, preferably in agriculture, animal health or science, or other related discipline. Equivalencies will be considered on the basis of one year of education for one year of experience.
- Extensive knowledge of and experience with livestock care and management. A minimum of five years experience in handling livestock is preferred.
- Extensive knowledge of and experience with modern and historic farming and agricultural practices.
- Ability to harness, hitch and drive with draft horses.
- Experience in supervision, leadership, mentorship, or training is required.
- Proven experience in a position dealing with the public is required.
- Position requires the individual to be well-organized and be able to work independently with fixed deadlines and defined resources.
- Ability to work independently as well as a member of a team.
- Ability to work flexible schedule including weekends.
- Physical work, lifting up to 50 lbs, and outdoor work is required.
- Valid driver's license is required.
- St. John Ambulance Standard First Aid is required.
- Assets: experience with Microsoft Office applications, basic knowledge of Alberta and Canadian history, especially Ukrainian-Canadian history and culture.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>The role is required to support operational goals and mandates on a daily basis by promoting a culture of accountability and client-care focus. Accurate and timely response to tasks and program delivery is a key priority.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>Being the first point of contact for questions onsite, the incumbent needs to be well-rounded and have a clear understanding of key player roles and responsibilities. Being resourceful is important. At any moment, the incumbent may need to provide support ranging from visitors to team members, supervisors, and management.</p>
Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Seeks out learning and knowledge-sharing opportunities:</p> <ul style="list-style-type: none"> <li>• Reflects on performance and identifies development opportunities</li> <li>• Takes initiative to stay current</li> <li>• Shares with the team even when not asked</li> <li>• Actively coaches and mentors direct reports</li> </ul>	<p>The role is expected to champion self-development and improvement. The incumbent supports an accountable, goal-driven workplace culture by leading by example. The role will work closely and share knowledge with internal stakeholders to improve efficiency and communication.</p>
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> </ul>	<p>As a front-line worker, this role must lead by example and manage the changing environment of farming demands and visitor services. Adapting programs and services to meet changing needs is also done on a regular basis. Working within established guidelines and processes, this role</p>

		• Works creatively within guidelines	works with others on the team to exercise agility in a changing environment.
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

022PS75 - Seniors and Housing - Program Officer
022PS76 - Agriculture & Forestry - Land Use & Environmental Research Analyst

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

<hr/>	<hr/>	<hr/>
	Date yyyy-mm-dd	
<hr/>	<hr/>	<hr/>
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
<hr/>	<hr/>	<hr/>
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
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ADM Name	Date yyyy-mm-dd	ADM Signature