

Working Title Lead Interpreter	Name
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Position Number 28689	Reports to Position No., Class & Level Visitor Engagement Supervisor	Division, Branch/Unit Parks, South Area, Dinosaur	Ministry Forestry and Parks
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Present Classification PS 2	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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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 Lead Interpreter helps develop, facilitate, and deliver personal interpretation within Dinosaur Provincial Park and reports to the Visitor Engagement Supervisor. The Lead Interpreter 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 coaching and mentoring seasonal summer staff, as well as developing and editing interpretive programs or portions thereof.

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. Provides training and mentorship to seasonal interpreters to ensure a high degree of competence in communication skills, performance skills, and natural history knowledge.

Activities:

- Participates in and develops selected resources at the seasonal provincial interpreter training in May. These may involve one or two of the following: improving seasonal interpreters' communication skills and presentation skills, teaching interpretive and theatrical techniques, or teaching selected natural history topics.
- Assists in on-going training opportunities as well as orientation for seasonal interpreters in Dinosaur Provincial Park to interpretive section's worksite, including bus tours, sound systems and amphitheatres sites.
- Supports seasonal interpreters in establishing meaningful and measurable development goals
- Supports seasonal interpreter skillset development by providing insight, resources and opportunities to grow

2. Organizes day-to-day activities of seasonal interpreters in Dinosaur Provincial Park, to ensure high quality performances and high productivity.

Activities:

- Assists supervisors with scheduling interpretation staff
- Critiques seasonal staff's program performances
- Provides formal feedback and assists supervisors with evaluation of seasonal staff throughout the season
- Videotaping programs for self-critique and archival purposes
- Maintenance of amphitheatres, sound systems, props and costumes, and other interpretive materials
- Assists in collecting interpretive program statistics
- Administrative tasks including time sheet approvals, expense claim approvals, and digital platform updating

3. Will develop and/or deliver quality 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

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- 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)
- 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 where determined by supervisor, with organization of the resources required to conduct personal interpretation within the Dinosaur Park District Area.

Activities:

Assists with:

- Maintenance of vehicles, computers, two-way radios, offices and storage facilities, and fixed asset inventory.
- Purchasing of materials.
- Organizing and storing resources such as fossils, library books, videos, audio tapes, costumes, props and natural history specimens.

5. 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 of day-to-day activities for Dinosaur Provincial Park.
- Develops and 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.
- Assists conservation officers, biologists and park managers by conveying important park management messages to park visitors, school groups and community groups.
- Assists with training and support to seasonal interpretive staff of Dinosaur Provincial Park, and to a lesser extent, other VS staff within Alberta Parks.
- 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
- Excellent communication, organization and teamwork skills
- Excellent computer skills, including proficiency in Microsoft Office
- Leadership skills, including motivation, team-building and coaching.
- WHIMIS 2015 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 8 demerits (4 demerits for a GDL)
- Previous experience in Dinosaur Provincial Park a strong asset
- Previous experience supervising a team a strong asset
- Previous experience in park interpretation and program planning a strong asset

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- Exemplary customer service and interpersonal skills
- Knowledge of park facilities & services; paleontological 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 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.

Trains, coaches and supervises daily activities of seasonal wage interpreters, and assists supervisors in evaluating programs and seasonal staff.

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, 6th 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