

New

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| Ministry Environment and Parks |
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Describe: Basic Job Details

Position

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| Position Number | Working Title (30 characters) Recreation Officer | | |
| Requested Class | | | |
| Job Focus Operations/Program | Supervisory Level 01 - Yes Supervisory | | |
| Business Unit | Dept ID | Program Code | |

Employee

| |
|---------------------------|
| Employee Name (or Vacant) |
|---------------------------|

Organizational Structure

| | | |
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| Division, Branch/Unit Lands, Lands Delivery & Coordination/Recreation | <input type="checkbox"/> Current organizational chart attached? | |
| Supervisor's Position Number | Supervisor's Working Title (30 characters) | Supervisor's Current Class |

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:
Working within the Recreation, Education & Partnerships Unit, and reporting to the District Recreation Operations Lead, this position serves a key role as interface between the Department and the public. The District Recreation Engagement Officer, working with provincial education and engagement staff, will develop and deliver a District education and engagement program to provide information and assistance to the public regarding recreation and responsible use of Crown Land. They will assist the District Recreation Operations Lead to recruit seasonal staff. They will train, equip, and direct seasonal staff for program delivery within the District.

The District Recreation Engagement Officer will work with minimal direct supervision, at times in remote locations and adverse weather conditions. This position will also conduct patrols of recreation sites, document observations, and collect relevant data. The position implements the *Public Lands Administration Regulation* through signs and notices, under direction of the Recreation Management Specialist. The position will conduct routine maintenance of recreation communication infrastructure, such as signs, maps, and kiosks.

The District Recreation Engagement Officer works as part of the District recreation program to develop and foster relationships with organized recreational stakeholder groups, provide advice and oversight, and support partnership initiatives such as projects and stewardship days. The position is a key liaison with enforcement agencies and other external stakeholders.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

Develop and deliver a District recreation education and engagement program.

- With direction from the District Recreation Operations Lead, develop a District-level education program and annual plan that supports Departmental outcomes for recreation while addressing local priorities and issues.
- Recruit, train, and direct a seasonal wage compliment of Recreation Engagement Officers.
- Educate the public on responsible recreation stewardship and advise them on regulations, permitted activities, and restrictions.
- Deliver regulatory, way-finding, and safety information to the public through regular public engagement.
- Direct public to further resources regarding availability of public land recreational opportunities and responsible recreational use of public land.
- Maintain a regular visible presence in the field at known recreation sites.
- Assist recreational planners by providing recreational user perspectives.
- Provide data and information that will help identify and prioritize trails and random use sites that require management or maintenance.

Develop and foster positive relationships with partner organizations and the recreation community while communicating the Department's recreation objectives and outcomes

- Assist in the identification and relationship building of stakeholder groups interested in partnership and collaborative development and maintenance of recreational trails and infrastructure.
- Seek out, establish, and maintain relationships in the recreation community through on-the-ground individual and group engagement.
- Communicate GOA's objectives with key stakeholders.
- Educate organized recreational users regarding required approvals for organized events on public land and direct them to appropriate resources and approval pathways.
- Attend and engage groups during organized events, such as races, poker rallies and club trail maintenance/clean-up days.
- Foster relationships to determine needs and aspirations of partner groups.

Support compliance and enforcement through information collection and communication with enforcement agencies.

- Play a key role in the compliance process through education and awareness as a first step.
- Support Environmental Enforcement Branch by two-way communication with Conservation Officers, providing information on issues and problem areas, and answering questions on the *Public Land Administration Regulation* and the *Trails Act*.
- Communicate with other enforcement agencies such as Fish and Wildlife Officers, other provincial peace officers, the RCMP, municipal authorities, and federal authorities (e.g. Fisheries and Oceans).

Monitor and evaluate use of recreation infrastructure.

- Develop and oversee a monitoring program for recreational use of sites that may include traffic and trail counters to meet specific objectives for projects and planning.
- Identify areas that require clean up and/or maintenance, such as signs, kiosks and other facilities. Repair or replace signage in existing or new areas.
- Support data collection for regional recreation inventory of signage, gates, recreation sites and other assets in PLUZ and on vacant Crown Land.
- Support delivery of capital infrastructure development and maintenance program.

Problem Solving

Typical problems solved:

- Engaging public who are unhappy or confrontational requires situational awareness skills for understanding an appropriate response for deescalating and/or removing oneself from the situation.
- Backcountry patrol work requires preparedness and situational awareness as staff can encounter any type of incident including serious injuries to the public, washed out bridges, and wildfires. The ability to quickly respond,

assess, and take action is essential.

- The position must ensure appropriate recreational use of Crown land.
- Interpretation of complex legislation and policies is often required.

Types of guidance available for problem solving:

Direct support from supervisor and manager as these types of problems are typical for land management programs.

Direct or indirect impacts of decisions:

Impacts from decisions span the spectrum of severity from relatively minor at the site level to high profile complaints to elected officials regarding opinion on land and recreation management.

Key Relationships

Major stakeholders and purpose of interactions:

- The main stakeholder is the recreating public to which the position must communicate information and regulation for responsible recreational use of Crown Land.
- Provide information and general support to stakeholders for recreation purposes.
- Communicate professionally and effectively with a wide range of external stakeholders, including local and provincial government agencies, conservation groups, special interest or user groups, and the general public in order to convey pertinent departmental information on policies, procedures and application of legislation. A high degree of professionalism must be maintained during contacts with external groups/agencies/individuals, during informal settings such fieldwork and during formal meetings and presentations.
- Work with other departmental programs on recreation education initiatives.
- Coordinate with Environmental Enforcement Branch (EEB), Fish and Wildlife Officers (FWES), other provincial Peace Officers, the RCMP, municipal authorities and federal authorities (e.g. Fisheries and Oceans) providing information on issues and problem areas, and answering questions on the *Public Land Administration Regulation* and the *Trails Act*.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|------------------|-------------|-------------------------------|-------------|
| Diploma (2 year) | Other | Other | |

If other, specify:

Focus on outdoor recreation, land or resource management, forestry, enforcement, or comparable areas.

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

- This position must have education and experience in the natural resource field.
- Strong verbal and written communication skills are essential.
- The position requires strong communication and collaboration skills in developing and maintaining functional working relationships in a team environment.
- This position requires the ability to work independently and adjust to changing priorities, comfortable working alone in the backcountry, and working-level technical knowledge and skills to work with volunteers and educate members of the public.
- Additional skills to support the recreation program include contract management, project management, partnership collaboration, and supervisory skills for field staff.
- This position must have excellent interpersonal skills to deliver messaging to people with varying levels of understanding and differing perspectives. The incumbent requires an alert level of situational awareness and understanding of conflict management. Skill in verbal judo is an asset.
- Must be comfortable and competent working in remote backcountry locations with a minimum of supervision. Must demonstrate proficiency in the safe operation of off-highway vehicles. Knowledge and certification in wilderness survival and first aid is an asset.
- Requires familiarity with GPS use for navigation and data collection.
- Proficiency in GIS is an asset.

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 | | |
| Creative Problem Solving | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices | <p>Public land is multiple use, busy and also has poor access. Conditions change and there are always more users. Therefore, even the best laid plans change and always need to be adaptive.</p> |
| Drive for Results | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction | <p>Position is somewhat autonomous and working alone in the field is common. Decisions need to be made on site and responsibility taken for those decisions.</p> |
| Agility | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan | <p>Working on crown land in the backcountry under a multiple use paradigm means one has to be responsive to changing conditions and a variety of public perceptions and attitudes regarding their use of public land. Agility to change and adapt is essential.</p> |
| Develop Networks | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Works on maintaining close relations with all stakeholders:</p> | <p>Public land is multiple use by mandate and therefore almost any work</p> |

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| | | <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques | <p>requires coordination at least, and often collaboration. Collaboration may occur among different programs working on similar outcomes in the area, or with recreating individuals and associations for effective outcomes.</p> |
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Benchmarks

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

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.

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|-----------------------|-------------------|----------------------------|
| Employee Name | Date (yyyy-mm-dd) | Employee Signature |
| Manager/Director Name | Date (yyyy-mm-dd) | Manager/Director Signature |
| ADM Name | Date (yyyy-mm-dd) | ADM Signature |