



Permanent Job Opportunity

Program and Visitor Services Coordinator

Do you have strong communication skills and an interest in engaging and teaching the public about the natural and cultural resources that Glenbow Ranch Provincial Park protects? Do you consider yourself a “jack of all trades?” The Glenbow Ranch Park Foundation is looking for a Program and Visitor Services Coordinator at Glenbow Ranch Provincial Park.

The successful candidate will, with guidance from the Executive Director, lead natural and cultural outreach programs offered by the Glenbow Ranch Park Foundation and be responsible for Visitor Center management and other duties as required.

Responsibilities include: Leading a variety of children's, seniors', family, and adult programs that teach the natural and historical features of the park. These include but are not limited to: Golf cart tours, Monthly Park Talks, Pond Exploration Program, Park's Day, Discover Archaeology in school programs, Discover Grasslands programming at the GRPP. Support of major fundraising campaign: disseminating marketing materials, promoting through social media platforms, soliciting donors.

- Managing, maintaining, and delivering the Park's three core educational programs.
- Community and School outreach and relations
- Creating & maintaining educational resources
- Promotion and marketing of large fundraising campaigns
- Maintaining Visitor Center
- Volunteer management
- Coordinating special events
- Training summer students and volunteers
- Supporting Alberta Parks Maintenance Staff as needed

QUALIFICATIONS:

- A minimum of two years' experience working in Program Delivery, Communications, Project and/or Events Coordination
- Completion of a post-secondary degree or diploma in an Environmental, History, or Education related field
- Excellent interpersonal skills and ability to work with children, adults, seniors, volunteers; to lead programs and interact positively with members of the public
- Must have strong communication and presentation skills for varied audiences
- Strong organizational and time management skills, accuracy, ability to multi-task, and strong attention to detail is required
- Ability to work under pressure and on several projects simultaneously, to prioritize, and to meet strict deadlines
- Ability to work independently, and have demonstrated the ability to work as part of an interactive group
- A level of physical fitness conducive to take on field work activities that include: lifting moderate loads, walking, cycling, and strength and flexibility required for assisting with field work
- Willingness to work weekends and some evenings
- Any of the following would be considered definite assets:
 - a background in education or teaching children
 - strong social media skills
 - experience working with volunteers
 - customer relations experience
 - completion of courses in Indigenous Studies
 - basic skills in plant identification and a basic understanding of ecology and plant-animal interactions
 - standard First Aid Certification
 - Outdoor education experience
- *Please note:* A vehicle is required to reach the Park from Calgary or Cochrane
- If successful in competition, must produce criminal record and vulnerable sector check on first day of work, obtained from “home” police department.

Remuneration: \$22-24/hour (based on a 24 hour (3 day) work week) depending on experience
Employment Duration: Permanent, Part Time, with possibility of full time hours in 2021.

TO APPLY (or for further information):

Please forward your resume to Sarah Parker
Glenbow Ranch Park Foundation

sarah.parker@grpf.ca

www.grpf.ca

APPLICATION DEADLINE: October 27, 2020

** Glenbow Ranch Provincial Park is situated along the north banks and escarpments of the Bow Valley Corridor between Calgary and Cochrane. It is one of Alberta's newest provincial parks, protecting a variety of natural and cultural resources. Glenbow Ranch Park Foundation is co-developing the Park with the Province.*