



# Summer Job Opportunity

## Visitor Services Assistant

**Do you have strong communication skills and an interest in sharing your passion for Alberta's environment and history with both children and adults? The Glenbow Ranch Park Foundation is looking for a summer student to work as a Visitor Services Assistant at Glenbow Ranch Provincial Park.**

The successful candidate will, with guidance from the Public Program and Outreach Coordinator, lead natural and cultural outreach programs offered by the Glenbow Ranch Park Foundation, support youth summer camp programs and assist with other visitor experience related duties.

**Responsibilities include:** Leading a variety of programs that teach the natural and historical features of the park like our golf cart tours; maintaining the equipment for park programs; promotion of programming; creating social media content, working occasionally in the Visitor Information Center; offering support for special events; and compilation of program and survey data.

### **QUALIFICATIONS:**

- A minimum of two years of post-secondary education completed
- Excellent interpersonal skills and ability to work with clients, volunteers, lead programs and interact positively with members of the public (from children to seniors)
- A level of physical fitness conducive to take on field work activities that include lifting moderate loads, walking, and strength and flexibility required for assisting with field work
- Experience in using computer systems and software such as databases, spreadsheets
- Strong organizational and time management skill, accuracy 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
- Willingness to work weekends and some evenings

Any of the following would be considered definite assets:

- Strong database skills
- Interpretation or public presentation experience
- Experience working with volunteers
- Customer relations experience
- A background in biological sciences, western Canadian history, anthropology or archaeology, education or teaching
- Basic skills in plant identification and a basic understanding of ecology and plant-animal interactions
- Standard First Aid Certification

*Please note:* A reliable 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:** \$17.50/hour (based on a 37.25 hour work week) depending on experience

**Employment Duration:** May 16 through August 26, 2021 (end date may be extended based on need and ability of student)

**TO APPLY (or for further information):**

Please forward your resume to [sarah.parker@grpf.ca](mailto:sarah.parker@grpf.ca) or:

Sarah Parker

Glenbow Ranch Park Foundation

255001 Glenbow Road

Cochrane, Alberta T4C 0B7

[www.grpf.ca](http://www.grpf.ca)

**APPLICATION DEADLINE: March 26, 2021**

*GRPF values the diversity of the people we hire and serve. We strive to foster a workplace in which individual differences are recognized, appreciated, and respected. We work to fully develop and utilize each person's talents and strengths as we work together to protect and promote Glenbow Ranch Provincial Park.*

*\* 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.*