



## Visitor Experience Facilitator

Are you looking for an opportunity to spend your summer in the beautiful Glenbow Ranch Provincial Park while being an integral part of the Visitor Experience Team that supports Glenbow Ranch Park Foundation's mission?

The Visitor Experience Facilitator is a new position at Glenbow Ranch Park Foundation. As the Visitor Experience Facilitator, you will have a great appreciation for the natural beauty & history of Glenbow Ranch Provincial Park and your role is to be the champion of Glenbow Ranch Park Foundation through interacting with the park visitors, promoting summer camps, and tours, answering questions and providing educational opportunities to visitors through interpretive talks. The Visitor Experience Facilitator is the point of contact for facility bookings, our champions out in the community through mobile visitor centers at markets & in person at the park in the visitor information center.

**Contract Term:** May 16, 2023 – August 31<sup>st</sup>, 2023

**Positions Available:** 2 FT & 2 PT

**Remuneration range:** Range \$15-\$19 per hour

### Responsibilities include:

- Facilitating visitor experiences at Glenbow Ranch Provincial Park (golf cart tours, guided walks, birding tours, history tours, table talks, & supporting special events)
- Visitor Information Center-
  - Keeping the visitor information center clean.
  - Interacting with visitors- answering inquiries, providing up-to-date park information, &
  - Selling GRPF merchandise
  - Promotion of fundraising events, programs, summer camps, & donor opportunities.
  - Money handling
  - Program, tour registrations
- Mobile Visitor Center- setup/take down, GRPF merchandise sales, provide information about the park, & promote programs and donor opportunities.
- Support in all facility bookings – booking facilities, facility pre/post inspections, cleaning, & rental support if required.
- Provide other duties as required.

### Qualifications:

- Ability to work independently and have demonstrated the ability to work as part of an interactive group.
- Strong organizational and time management skills, accuracy and strong attention to detail are required.
- Excellent interpersonal skills and ability to work with volunteers, lead programs and interact positively with members of the public.
- Comfortable with CRM systems
- Microsoft skills are an asset.

### If successful in competition must produce:

- A criminal record and vulnerable sector check (obtained from “home” police department), and driver abstract on the first day of work.
- Valid First Aid & CPR certification.
- *Please note:* A vehicle is required to reach the Parks from Calgary or Cochrane

**APPLICATION PROCESS:** Submit resume & cover letter via email to [experienceglenbow@grpf.ca](mailto:experienceglenbow@grpf.ca)

**APPLICATION DEADLINE:** March 31, 2023

**\* 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.**