



COMPETITION

This process is intended to fill an existing vacancy and may be used to fill anticipated vacancies with the same work description, location, language requirements and FTE's.

Position Information	
Position Title	Interpretation Officer/Coordinator II
Generic Work Description Title	Interpretation Officer/Coordinator II
Classification	PM-02
Location	Riding Mountain National Park
Business Unit – sub-unit	Riding Mountain Field Unit
Language Requirement	Bilingual Imperative - Level (CBC/CBC) http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/cand-info-cand-eng.htm
Type of Employment	Seasonal Indeterminate
Duration OR Length of Season	FTE: 0.50 - Approximately 26 weeks per year, normally from mid April to mid October.
Rate of Pay (Based on full time year-round employment)	From \$54,543 to \$ 58,764 per year (under review)
Work Profile	Supervises, plans, adapts, develops and delivers interpretive presentations, programs and visitor reception activities to provide visitors of the park, with opportunities to discover, appreciate, learn about and enjoy the place and its natural and/or cultural resources and understand their significance to Canada.

Staffing Process	
Area of Consideration	<ul style="list-style-type: none">This competition is open to persons residing within a 400 KM radius of Wasagaming, MB.

General Information	
Selection Process Number	20141127-PKS-RMFU-OC-392
Closing Date	Applications must be received on or before 4:00 PM on January 6th, 2015 CST.
General Enquiries	Richard Dupuis Riding Mountain National Park, Wasagaming, MB RoJ 2Ho email: Richard.Dupuis@pc.gc.ca Telephone: (204) 848-7255
Submit your application to:	Shelley Neustater





	By e-mail at RMNP.HR@pc.gc.ca or By fax to 204-848-2596
Your application should clearly demonstrate that you meet all the requirements for the position and must include:	<ul style="list-style-type: none">• your résumé;• your <u>cover letter</u> demonstrating clearly how you meet the requirements of the position;• identifying your priority status in your cover letter, if applicable;• indicating your preferred official language for correspondence and assessment;• your personal record identifier (PRI);• a copy of proof of education and driver's license <p>Applicants must clearly demonstrate in their <u>cover letter</u> how they meet the Education and Experience criteria listed in the Statement of Qualifications (see below). Applicants must list both of these factors in their <u>cover letter</u>, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples. Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities. Resumes will be used as a secondary source to validate the experience described in the <u>cover letter</u>.</p> <p>Failure to clearly demonstrate in your <u>cover letter</u> how you meet the Education and Experience factors found on the Statement of Qualifications (see below), may result in the rejection of your application.</p> <p>Normally, applicants will not be solicited for incomplete or possible missing information.</p>

Statement of Qualifications	
Language Requirement	Bilingual imperative (CBC/CBC) http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/cand-info-cand-eng.htm
Education	<p>A minimum of 2 years post-secondary education or acceptable combination of education, training, experience or traditional knowledge relevant to position</p> <p>Note: Acceptable combination of education, training and experience:</p> <p>A secondary school diploma or PSC approved alternatives; AND</p> <ul style="list-style-type: none">▪ Successful completion of a minimum of three (3) courses relevant to the duties of the position (e.g. courses taken through continuing education facilities, colleges, universities, professional or governmental organizations or employers including training provided by Aboriginal elders or group that may include but are not limited to





	<p>courses in heritage interpretation, communications, public speaking, performing arts); AND</p> <ul style="list-style-type: none">• A minimum of 12 months experience working in the fields of education, interpretation, and/or outreach-communications.
Experience	<ul style="list-style-type: none">• Experience in the development of interpretive programs to a wide range of audiences using a variety of presentation techniques• Experience in the delivery of cultural and/or natural heritage programs• Experience in supervision• Experience in revenue function (i.e. floats)• Experience with computer equipment and software• Experience in developing non-personal media
Knowledge	<ul style="list-style-type: none">• Knowledge of Parks Canada and its mandate, policies and strategic direction• Knowledge of interpretive theory and techniques such as storytelling, demonstration, theatre programs or guided walks• Knowledge of the role of interpretation relevant to delivering Parks Canada’s mandate• General knowledge of Canada’s natural and/or cultural heritage• Knowledge of services, activities and facilities specific to the park• Knowledge of natural and cultural heritage specific to the park
Abilities	<ul style="list-style-type: none">• Adaptability - Adapting in order to work effectively in ambiguous or changing situations, and with diverse individuals and groups• Analytical Thinking - Analyzing and synthesizing information to understand issues, identify options, and support sound decision making• Client Focus - Providing service excellence to internal and/or external client• Initiative - Dealing with situations and issues proactively and persistently, seizing opportunities that arise• Managing Resources - Manages resources (time, financial, human, physical and information resources) to achieve planned goals• Teamwork - Working collaboratively with others to achieve organizational goals• Communication through Interpretation - Listening to others and communicating articulately to inform, influence and involve• Developing Others - Fostering employee development by providing a supportive learning environment
Personal Suitability / Leadership Attributes	<ul style="list-style-type: none">• Sound judgment• Personally connects with others• Share our vision• Make things happen• Demonstrate Integrity• Strives for excellence





Conditions of Employment	<ul style="list-style-type: none">Enhanced reliability checkPossession of a valid class 5 driver's licence
Operational Requirements	<p>The position requires the incumbent to:</p> <ul style="list-style-type: none">Work shift-work, and/or weekends, and/or statutory holidays and provincial/territorial holidaysWear a Parks Canada uniform as per the uniform policy and/or dress in period costume as per Parks Canada requirementsWork and/or travel in varied terrains, weather conditions, isolated locations and by various means of transportationStand/walk/hike for prolonged periods

Selection Process Notes

Parks Canada is committed to the principles of diversity and employment equity under the *Employment Equity Act*, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their cover letter. **In support of Parks Canada's Employment Equity plan, preference may be given to qualified members of visible minority groups.**

The Public Service of Canada is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

In accordance with paragraph 8(2)(a) of the *Privacy Act*, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

Cette information est aussi disponible en français

