



Meewasin Valley Authority
402 - Third Avenue South
Saskatoon, Saskatchewan
S7K3G5
Phone (306)665-6887
Fax (306)665-6117

Meewasin

EMPLOYMENT OPPORTUNITY

POSITION: Interpreter I

CLASSIFICATION AND RATE: "S3" Range \$39,658 to \$48,205

START DATE: April 2019

OTHER: Full time. Optional Earned Days Off schedule

LOCATION: Beaver Creek Conservation Area

JOB DESCRIPTION: Attached

TO APPLY: Please provide the following information marked "Interpreter I" to the address or email below by **April 3 2019**:

- cover letter and resume in one PDF document

For more information visit www.meewasin.com

Apply to:
Meewasin Valley Authority
402 Third Avenue South
Saskatoon, SK S7K 3G5
Phone 306-665-6887
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: April 3, 2019

March 2019

**MEEWASIN VALLEY AUTHORITY
JOB DESCRIPTION**

POSITION

Interpreter I

PURPOSE

Under the supervision and direction of the Interpreter II, the Interpreter I will coordinate and facilitate education and interpretation programs, develop, maintain and evaluate these programs, and assist the Interpreter II in the day-to-day operation of the interpretive sites.

This is a full time position.

DUTIES

1. Develop, deliver, and evaluate cultural (human history) and natural heritage education and interpretation programs for school children, groups, and the general public at Beaver Creek Conservation Area (BCCA), and other Meewasin sites in the valley.
2. Greet and orient the general public, make them aware of and enforce site regulations. Provide general information about Meewasin, city-wide attractions, facilities, and special events.
3. Deliver, modify and update educational programming at BCCA the Northeast Swale, the Saskatoon Natural Grasslands, as well as other sites within the Meewasin Valley.
4. Undertake research and prepare reports as required.
5. Plan and deliver interpretive outreach programs, including events and festivals.
6. Plan, construct, and maintain displays and program materials including props, signs, interactive displays, SMART technology, and articles.
7. Work with marketing on advertising and communications materials related to interpretive programs including, but not limited to, web site updates, information articles, advertisements and posters.
8. Represent Meewasin at assigned interpretation venues and committees.
9. Assist in the organization and delivery of special events, as assigned.
10. Assist in training and coordinating volunteers related to the interpretive site.
11. Assist in the supervision of term or part-time staff when the Interpreter II is not on site.
12. Evening and weekend work is required.
13. Other duties as assigned.

QUALIFICATIONS

1. Education and Training

A diploma or university degree with a focus on human history, natural/environmental sciences, or education.

Candidates who are proficient with Microsoft Office Suite, Adobe Creative Suite, Smart Board, Green Screen, Digital Theatre and multi-media technologies may be given preference.

Drama and storytelling experience is considered an asset.

First aid and cross-country skiing are important assets and may be given preference.

2. Experience

Through combination of education and experience in interpretive or related program delivery, the candidate will demonstrate an understanding and capacity to design and deliver engaging school and public audience programs.

3. Skills

- Client oriented, adaptable individual.
- Ability to easily modify programs to relate to different audiences.
- Ability to work independently and as part of a team.
- Well developed written and oral communication skills.
- Comfortable to communicate with print, radio, and television media.
- Demonstrate knowledge of local history and the natural environment through skills and/or experience.
- Training and experience in developing and delivering public programs for all audiences, including children, families, schools groups and adults, using a variety of techniques.
- Ability to work well with children, and people of all ages and abilities.
- In addition to the basic Criminal Record Check, a Vulnerable Sector check is required prior to appointment.

The Meewasin Valley Authority is a conservation agency established to protect and develop the natural and cultural heritage resources of the river in the Saskatoon area and promote a better understanding of valley resources.