

## Employment Opportunity

**Position:** Interpreter I/Rink Attendant (term)  
**Classification & Rate:** "S3" Interpreter I Range \$41,368 to \$50,283  
**Start Date:** December 2021

**Other:** The Meewasin Skating rink is open seasonally and in addition to skating also provides programming. The rink requires full time, part time and casual positions to support its operations. Shifts will be between the hours of 10 am and 8 pm daily, weekdays and weekends.

Individuals working towards the education and experience noted in the posting will be considered for the part time and casual positions.

**Please note that it is mandatory for all Meewasin employees to provide proof of vaccination or regular COVID-19 negative test results as required.**

**Job Description:** attached.

**To Apply:** Please provide the following information marked "Interpreter/Rink Attendant" to the email below on or before October 26, 2021:

- \* cover letter and resume in one PDF document \*
- \* preference for full time, part time or casual work \*
- \* availability for start date, days of week and hours \*

For more information visit [www.meewasin.com](http://www.meewasin.com)

Apply to:  
Meewasin Valley Authority  
402 Third Avenue South  
Saskatoon, SK S7K 3G5  
Email: [jobs@meewasin.com](mailto:jobs@meewasin.com)

DEADLINE FOR APPLICATIONS: October 26, 2021

## Interpreter I – Rink Attendant

**Position:** Interpreter I/Rink Attendant  
**Reports to:** Construction & Facilities Supervisor  
**Date:** October 2021

### Organizational Description:

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Meewasin is a small group of about 25 employees with more during warmer months who work passionately in a fast paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. All of Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who can use their skills and expertise to make a difference.

Meewasin is the steward of the beautiful Meewasin Valley, which is on Treaty Six Territory and the traditional homeland of the Métis people. We acknowledge this as part of our organization's efforts towards reconciliation and honour the vast knowledge held by traditional Indigenous caretakers of the land as we work alongside them today.

### General Accountability

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Reporting to the Construction & Facilities Supervisor, the Interpreter/Rink Attendant is an integral role to Meewasin by providing front line, outstanding customer service in maintaining and operating the Meewasin Skating Rink. This position will also assist the Education & Experiences Manager in coordinating and facilitating education and interpretation programs and community engagement and planning initiatives. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

### Specific Accountabilities

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#### 1. Administration

- Greet and interact with visitors in a professional and pleasant manner, provide site orientation and complete program bookings
- Ensure visitors are aware of site regulations and provide general information about city-wide attractions, facilities and special events
- Represent Meewasin at assigned interpretation venues and committees, and other events as required
- Assist in the organization and delivery of special events, as assigned

- Design and create site displays, crafts, and games for the public and educational programming
- Surveillance of visitors to the site to ensure overall safety and abiding with Meewasin site rules, regulations, and hours of operation
- Undertake research and prepare reports as required

## 2. Labour & Maintenance

- Supervise the use of the rink by the public and by special groups
- Maintain the rink building and premises, including regular cleaning and disinfecting, operation of wood stove and operating the fire pit when in use
- Maintain ice surface including the clearing of snow and flooding on a daily basis in accordance with weather conditions
- Manage rentals of skates; provide skate sharpening when needed
- Maintain records and statistics as required

## 3. Interpretation & Programming

- Assist in the development and delivery of cultural and natural heritage education and interpretation programs for school children, groups, and the general public at the Meewasin Skating Rink
- Actively demonstrate knowledge of local history and the natural environment by providing education on Meewasin
- Plan, construct, and maintain displays and program materials including props, signs, interactive displays, SMART technology, and articles

## 4. Representation & Safety

- Represent Meewasin Valley and adopt the Mission & Principles
- Apply Occupational Health and Safety regulation and policies throughout daily work
- Provide emergency first aid to public if required
- Work effectively independently, and as a part of a crew in order to achieve goals as directed by supervisors

## Education and Experience

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A diploma or degree in tourism, natural sciences, education, kinesiology, history, or related discipline is required. Experience in storytelling, customer service, as well as, interpretive or related program delivery are considered assets. Experience in Microsoft Office suite and computer use are considered assets. **Candidates must be able to skate.** Experience in ice surface creation and maintenance as well as basic machinery operation is an asset. Knowledge of occupational health and safety requirements is essential. This position requires heavy lifting daily under 50lbs and frequently over 50lbs.

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

First Aid Training is required.

The incumbent must be available to work a flexible schedule, including weekends, early mornings and evenings as required. This position is required to complete demanding, outdoor, physical work in inclement weather during the winter season.

## Required Competencies

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### ***Effective Communication***

Demonstrates an ability to communicate effectively in a wide variety of situations; including face-to-face, over the phone and in writing.

- Asks questions to clarify understanding
- Is well understood when speaking
- Keeps others well informed
- Is sensitive to the impact of communication on others
- Listens attentively to understand others' points of view
- Produces written communication that is understood by others
- Chooses vocabulary and an appropriate level of detail in each communication situation
- Maintains audience's attention when speaking
- Provides information in a timely manner for the purposes of knowledge transfer and sharing

### ***Teamwork and Collaboration***

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

- Works well across organizational lines; remaining flexible
- Openly and regularly shares information with others
- Supports others in their efforts to achieve
- Accepts, supports and promotes decisions of the team
- Willing to forgo personal recognition while working toward team goals
- Encourages others to openly share ideas and insights
- Openly recognizes contributions of others
- Works collaboratively with colleagues

### ***Flexible and Adaptable***

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

- Demonstrates a positive attitude towards change
- Seeks out new ways of doing things
- Is open to the views, ideas and opinions of others
- Demonstrates emotional maturity and resilience in times of change
- Able to maintain productivity during times of change
- Supports others constructively in dealing with change

### ***Problem Solving and Decision Making***

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

- Identifies root causes rather than reacting to symptoms

- Seeks to understand a problem by gathering facts before making a decision for a solution
- Gathers, organizes and evaluates relevant information in order to fully assess situations
- Sees barriers or issues as challenges and opportunities rather than problems
- Demonstrates good judgement in managing people and resources
- Makes tough decisions in a timely manner and communicates accordingly

### ***Focus on Safety***

Demonstrates a commitment to safety in the workplace, including in one's own work, that of the team and that of the entire organization.

- Willingly participates in creating an accident – or disease – free environment
- Can be counted on not to compromise safety
- Understands the process for reporting incidents and near misses
- Reports unsafe conditions, all incident or near misses promptly
- Performs tasks in a safe manner; follows prescribed safety procedures
- Stresses the importance of safety in work
- Seeks ways to make a safer work environment
- Demonstrates enthusiasm for safety principles
- Ensures all steps are completed in any potentially hazardous procedure

### ***Client Focus***

Demonstrates a high level of service delivery to internal and external clients by setting priorities based on client needs and continuously seeking ways to meet and exceed client expectations.

- Demonstrates an understanding of the importance of meeting client needs
- Actively seeks to understand and meet client needs
- Responds to clients in a timely manner
- Actively seeks feedback from clients
- Offers suggestions and solutions to clients
- Offers ideas internally to improve client service
- Sets priorities based on client needs and expectations

### ***Initiative***

Demonstrates taking action without being prompted to do so by others; complete tasks by removing barriers and locating necessary resources.

- Responds to situations as they arise without direction
- Removes barriers to task or mission completion
- Sees what needs doing and does it
- Maintains focus on completing task or mission
- Viewed as someone you can count on to get the job done
- Actively pursues opportunities to meet goals
- Anticipates problems before they arise