



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

## Employment Opportunity

### **POSITION:** Interpreter Assistant (Summer/Student Term)

**CLASSIFICATION AND RATE:** H5 – Student Employment - \$18.95 per hour

**TERM:** May 6, 2024 to August 30, 2024

**OTHER:** Full-time position; hours of work 37.5 per week; This position is scheduled for Wednesday to Sunday 8:30 am – 4:30 pm, for the duration of the term and may require occasional evening work. This is an SGEU in-scope position. Preference may be given to those applicants that meet the requirements for current grant applications.

**REQUIREMENTS:** This position is located at Beaver Creek Conservation Area 13 km south of Saskatoon on Highway 219. Must have access to own cell phone and transportation.

**JOB DESCRIPTION:** attached.

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### **TO APPLY:**

Please provide the following information marked "Interpreter Assistant (Summer/Student Term)" to the **email address below** on or before February 23, 2024:

- cover letter and resume in one single Word or PDF document

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

**DEADLINE FOR APPLICATIONS:** February 23, 2024

Only those applicants who have been chosen for an interview will be contacted. For more information visit [www.meewasin.com](http://www.meewasin.com)



## Interpreter Assistant (Summer/Student Term)

**Position:** Interpreter Assistant

**Reports to:** Education & Experiences Manager

**Date:** January 2024

### Organizational Description:

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Meewasin is a mission passionate team of about 30 employees who work 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. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

### General Accountability

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Reporting to the Education & Experiences Manager, the Interpreter Assistant is responsible to assist in the delivery of cultural and natural heritage education and interpretation programs for school children and the public. 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. Interpretation

- Greet and interact with visitors in a professional and pleasant manner
- Ensure visitors are aware of site regulations and provide general information about city-wide attractions, facilities and special events
- Construct and maintain displays and program materials
- Undertake research and prepare reports as required
- Distribute information to the public through direct means and media
- Support special events, including promotion, public awareness, and volunteer coordination
- Evaluate and report on programs
- Provide professional assistance to direct supervisor and others in the department in order to support the accomplishment of Meewasin activities as directed

## **2. Representation & Safety**

- Represent Meewasin and adopt the Mission & Principles
- Apply Occupational Health and Safety regulations and policies throughout daily work
- Work effectively independently, and as a part of a team to achieve goals as directed by supervisors

## **Education and Experience**

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Must be currently enrolled in or have completed a post-secondary program in education, natural sciences, human history, or a related discipline. Familiarity with biological and physical components of natural areas in Saskatoon is considered an asset, along with interpretive experience and customer service. Candidates with training and/or skills to develop and deliver environmental education programs are preferred.

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

A valid driver's license and access to a reliable vehicle is required.

First Aid training is considered an asset.

This position requires evening and weekend work. The location and place of work may change from day to day; this position has a responsibility to get to sites for programming.

## **Required Competencies**

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Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

### ***Communication (Interpretive)***

Demonstrates the ability to communicate effectively in a wide variety of settings and presentation platforms; facilitate discussion and use available physical and audio-visual aids effectively.

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

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

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

Demonstrated ability to solve problems while exhibiting judgment and a realistic understanding of issues; able to use reason even when dealing with emotional topics; reviews facts and weigh options.

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

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

In addition, the specific competencies for Meewasin's Interpreter Assistant (Summer/Student Term) are:

***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.

***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.