



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

Employment Opportunity

Position: Interpreter I

Classification & Rate: S3 – Interpreter I – Annual Salary \$41,368 to \$50,283
(Hourly \$21.95 to \$26.68)

Start Date/Term: July or August 2024

Benefits: Meewasin offers a generous benefits package including extended health, dental, disability and life insurance and a matched pension.

Other: Full time position; **Tuesday to Saturday, 8:30 am to 4:30 pm**, may be subject to change. (37.5 hours per week); three weeks of earned vacation to start; earned days off schedule. This is an SGEU in-scope position.

Must be available to work a flexible schedule, at different locations in and around Saskatoon. The schedule may be subject to change. Must have access to own cell phone and reliable vehicle.

Job Description: attached.

To Apply: Please provide the following information marked "Interpreter I" to the email below on or before July 15, 2024

* 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
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: July 15, 2024



Interpreter I

Position: Interpreter I

Reports to: Education & Experiences Manager

Date: June 2024

Organizational Description:

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

Reporting to the Education & Experiences Manager, this position will coordinate and facilitate education and interpretation programs, develop, maintain and evaluate these programs, and assist the Education & Experiences Manager in the day-to-day operation of the interpretive programs and sites. Below is a list of specific accountabilities; this position will also support Meewasin initiatives with other duties as assigned.

Specific Accountabilities

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, and enforce, 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
- Assist in training and coordinating volunteers related to the interpretive site
- Assist in the coordination and training of term and/or part-time staff
- Design and create site displays, crafts, and games for the public and educational programming

- Site maintenance, including refilling bathroom supplies, light bulbs, plunging toilets, and day-to-day monitoring of the site and facilities, in addition to daily trail monitoring and maintenance
- 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
- Participate in other education and experience program development and delivery where required

2. Interpretation & Programming

- Develop, deliver, and evaluate cultural and natural heritage education and interpretation programs for school children, groups, and the general public at Beaver Creek Conservation Area (BCCA), Northeast Swale, Saskatoon Natural Grasslands, Meewasin Rink, and other Meewasin sites in the valley
- Modify and update educational programming as required
- Actively demonstrate knowledge of local history and the natural environment by providing education on Meewasin, land-based knowledge, seasonal flora and fauna, natural and cultural history of the site
- Collaborate with marketing on advertising and communications materials related to interpretive programs
- Plan, construct, and maintain displays and program materials including props, signs, interactive displays, SMART technology, and articles
- Digital curriculum and teacher resource development to support education & experiences program.
- Creation of digital content, which may include videos, audio instruction and photographs to support online and digital resource development and deployment of specific interpretive programs, conservation programs and Meewasin generally.
- Develop digital documents to support delivery of interpretive outreach programs, including events and festivals.

Education and Experience

A diploma or degree in tourism, natural sciences, education, history, or related discipline is required. Experience in drama, story-telling, customer service, as well as, interpretive or related program delivery are considered assets. Proficiency in Microsoft Office suite, Adobe Creative Suite, and other multi-media technologies are considered assets. **Candidates who possess cross-country ski experience may be given preference.**

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

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

First Aid training is considered an asset.

This position requires regular weekend work and occasional evening 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

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.

Teamwork and Collaboration

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

Flexible and Adaptable

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

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.

In addition, the specific competencies for Meewasin's Interpreter are:

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.

Knowledge and Expertise

Demonstrates proficiency in the knowledge and skills specific to the position and uses expertise to serve the objectives of both the department and organization as a whole.

Initiative

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