



Notice of Competition

Type of position (check one):

<p><u>Labour Service:</u></p> <p><input type="checkbox"/> Recallable – FTE amount: _____</p> <p><input checked="" type="checkbox"/> TERM – approx. end date: _____</p>	<p><u>Perm Part Time / TERM</u></p> <p><input type="checkbox"/> Perm Part Time – FTE amount: _____</p> <p><input type="checkbox"/> TERM – approx. end date: _____</p>
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Competition Number: GWPP-03-06

Branch: Parks

Location: Greenwater Provincial Park

Work address: Greenwater Provincial Park

Working Title: Information Clerk 1

CRC Required: YES: NO:

Union Position: YES: NO:

Announcement Date: May 4, 2006

Closing Date: May 18, 2006

Number of Positions: 1

Salary Range: \$ 14.080 to \$ 17.645 per hour

Grade (level): 03

Job (occ code): CIC

Labour Service SGEU Section: 21

Saskatchewan Environment is committed to workplace diversity. This position is posted as:

designated for Employment Equity Group members only: YES NO

simultaneous for both Equity & Non-Equity Group members: YES NO

for the following Employment Equity Groups:

Aboriginal Ancestry YES NO

Persons with Disabilities YES NO

Visible Minorities YES NO

Woman in non-Traditional Role (applicable only if under-represented by 45%) YES NO

Particulars of Position:

Candidates must clearly indicate in their covering letter or résumé where they have acquired their knowledge, skills and abilities. Selections of candidates to be interviewed will be made on the basis of this information.

Deliver a variety of historic interpretive programs as designed and described in program outlines by greeting visitors, presenting historical information, involving visitors in discussions, answering questions and leading demonstrations and activities. Performs non-interpretive activities such as cleaning of facilities and displays, artifact inventories, statistical collection, pest control. Attend training sessions when available, studies program and procedure manuals, and source material and identified need for further information.



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You will have knowledge of:

Completion of the 12th grade with one year experience in conducting adult and children’s historic interpretation; or a minimum of one year post-secondary education in the social science, humanities or education. Knowledge of Saskatchewan history and understanding of importance of Saskatchewan historic sites. Ability to verbally communicate effectively ideas in a consistent and logical manner. Experience working with groups including children, adults and mixed groups, with physical stamina to walk on a regular basis an 800 metre site, trails, stairways while conducting programs or tours. Preference will be given to persons with prior experience in interpretation.

You will have the ability to:

Work primarily alone or in a team environment to complete required tasks while following operation procedures; verbally communicate ideas in a consistent and logical manner; deliver and facilitate clear and concise educational informational sessions using language appropriate to the audience; recognize and evaluate potential risks to personal/public safety and take steps to minimize and/or resolve these. The ability to use equipment such as mowers, weed whips, etc. for site maintenance. Must have a valid driver’s license.

You will be:

Self-motivated, able to work independently, innovative, creative, approachable and a team player.

Interested candidates should submit a cover letter, quoting the competition number, and résumé to:

**Joe Ottenbreit, Greenwater Lake Provincial Park
Box 430
Porcupine Plain, SK S0E 1H0
Fax: 306-278-3525
Email: jottenbreit@serm.gov.sk.ca**

We wish to thank all applicants for their interest in employment opportunities with Saskatchewan Environment however only those candidates who are selected for an interview will be contacted.

Please visit the Saskatchewan Public Service Commission's Career Center website for other employment opportunities at: <http://www.gov.sk.ca/psc/careers/>.

Competition Approved:

Syd Barber

April 26, 2006

David Coombes

Branch Head Director

Date

Local Department Official

Distribution:

 X Local Notice Board X SGEU Office X Human Resources X Supervisor