

**Government
of Alberta** 



2014 Seasonal Park Communicators, Backcountry Desk Position and Program Administrator competitions

FREQUENTLY ASKED QUESTIONS – Please read carefully:

Note:

For you to be successful, you must clearly represent yourself in your résumé and cover letter. Both of these documents are to be submitted as **one file** when you apply.

Please ensure that you go into some detail when identifying skills, talents, or experience in any of the aspects we have advertised as being valuable for this position. For example, if you tell us you have public speaking skills or experience, you must provide details such as where and when you obtained them and to what extent you practiced them.

Résumés that do not adequately and clearly represent the candidate's related skills and abilities may not be given further consideration.

Q. Which parks are you recruiting to?

A. Positions are available at Barrier Lake, Peter Lougheed and Elbow Valley Visitor Centres and in Fish Creek Provincial Park. The Backcountry desk location will be confirmed by the time of interviews but it will be within the Kananaskis Region.

Q. Will I receive training?

A. Yes, it is **mandatory** for all seasonal Park Communicators and the Backcountry desk staff to attend training the second week of May. The Fish Creek Provincial Park candidate will receive training in-house.

Q. What is the duration of the each position?

- Park Communicators: Approximately May 5th to the September long weekend, with the possibility of extension.
- Backcountry Desk position: Approximately April 1st to October 15th.
- Fish Creek Program Administration: Approximately April 1st to October 1st, with the possibility of extension.

Positions options available include five days a week, four days a week and two days a week and will be chosen based on a combination of recruitment assessment and availability.

Q. What is the work schedule?

- A.** No matter if you are part-time or full-time seasonal, a shift is 7.25 hours per and you are expected to work on a regular pattern of days all summer that will be confirmed if an offer of employment is made to you. All Park Communicator positions will include both weekend days. The Backcountry Desk position is five days a week, including Saturday but not Sunday. For the Program Administrator, in July and August the position works Thursday - Monday. Outside of this period work schedule will be Monday to Friday with the possibility some evenings and weekends.

Q. What about requested days off?

- A.** As these are seasonal positions, we require staff to be available for the entire summer (with the exception of your days off). Candidates who need to take more than an additional 2 days off during the summer may not be considered for a position. If you are hired five day a week position, your two days off will be consecutive; if you are hired for four days a week, your three days off will be consecutive.

Q. How much does the job pay?

- A.** The base wage for positions is \$19.82/hr plus 11.2% holiday & vacation pay in lieu of benefits.

Q. Is there additional pay for working evenings and weekends?

- A.** Yes. Additional pay includes \$2.25/hr. for all hours worked on Saturdays and Sundays.

Q. What's a "Criminal Records check"?

- A.** Before being offered a position, you need to provide a letter of clearance to us from a police agency proving that you have not been charged with a

criminal offence. This process will be made clear to you at the time of your interview.

Q. Where will I be placed?

A. Our priority is to accommodate your preferences, although we also place people based on the best match of skills and personalities for the program and existing team. In the case of limited position availability, flexibility in your preferred location may be a factor in being chosen as a successful candidate.

Q. Are accommodations available as part of being hired?

A. If interested, shared housing unit rental accommodation may be available for seasonal staff but is not guaranteed. The monthly rent is approximately \$280 per month/person. All facilities are fully furnished and include cooking and eating utensils. You must bring your own bedding and food. Pets are not allowed.

Q. Do I need a private vehicle?

A. It is recommended that you have a private vehicle for personal use in all locations as you are responsible for your transport to your work location. Due to the location of some parks accommodation, you also **MUST** have a private vehicle in order to take care of your personal needs like buying groceries etc.

Q. Will I need to wear a uniform?

A. Yes. We expect staff to present a professional, presentable image to our public. A uniform is provided, and you are expected to wear it and adhere to our uniform policy when working.

Q. Is footwear covered?

A. No. You are responsible for providing your own appropriate and presentable footwear, no sandals.

Q. Is there anything else I need to know?

A. If you're selected for this job, you will **need a valid certificate for Standard First Aid with level C CPR before your start date.**