

Job Title: INTERPRETIVE GUIDE – *Visitor Services*
Location: Head-Smashed-In Buffalo Jump World Heritage Site
Employer: Pincher Creek & District Historical Society
Salary: \$15.00 - \$18.00/hr (depending on experience)
Hours: 36-40 hours/week; rotating schedule; work most weekends
Term: April 29th – September 2nd, 2019 (4 Months)

About Head-Smashed-In Buffalo Jump

Head-Smashed-In Buffalo Jump, a UNESCO World Heritage Site, and a Government of Alberta Historic Site and Interpretive Centre that strives to provide all visitors with an unforgettable and educational experience. We provide accurate knowledge on a variety of topics and subjects focusing on the buffalo culture of plains peoples and the archaeology of the site.

Position Summary

You will help create a unique experience for visitors from around the world while showcasing the buffalo culture of the plains people and the rich archaeological history of Head-Smashed-In Buffalo Jump World Heritage Site. Our goal is to provide outstanding high quality customer service to all visitors to Head-Smashed-In Buffalo Jump World Heritage Site.

Under the direction of the Head of Education and/or Head of Cultural Interpretation, Guides will assist in set up for and provide visitors with guided tours, building orientations, education programs and special events in an entertaining and informative manner.

You will provide accurate information about Head-Smashed-In Buffalo Jump World Heritage Site to visitors. You may be asked to perform other duties by the GOA On-Site Supervisor. At times you will be required to work under pressure of high visitor volume and schedules with little direct supervision while providing excellent customer service to visitors of Head-Smashed-In Buffalo Jump World Heritage Site.

Qualifications:

- High School Diploma or Equivalent
- Possess a valid Alberta Driver's License and/or reliable transportation to and from work site or Fort Macleod meeting location, for free daily shuttle service (for staff only)
- Current clear RCMP/Police Criminal Record Check. These checks are conducted at your local Police Station in the municipality where you reside. This completed document must be submitted with application for employment, and further the original document must be given to Employer prior to commencement of duties.
- Must have professional attitude and show willingness to learn.
- Must be willing and able to undertake some physical work and lifting.
- Knowledge of Blackfoot Culture and an ability to speak or understand Blackfoot preferred.
- Experience in presenting to large groups of people, including children an asset.
- Able to work with limited supervision, willing to learn and accept new ideas and demonstrate initiative.

Performance Standards

Guides evaluated on quality of their interactions with visitors, thoroughness in performing duties, attitude, punctuality, dependability, ability to operate as a team player, initiative, mature judgment, relationships with coworkers, management and visitors, flexibility and willingness to learn.

Reporting Relationships

As designated by Pincher Creek and District Historical Society, Interpretive Guides will deliver services and meet performance standards under the direction of the Head of Education and/or Head of Cultural Interpretation. All employment issues deal with their employer, the President of Pincher Creek and District Historical Society.

Other Notes

This is a temporary wage position for 4 months; **April 29th – September 2nd, 2019**. Interviews scheduled for early April.

How to Apply

Applications must include Cover Letter, indicating position applied for, Current Resume, **Current “Clean” RCMP/Criminal Record Check, including Vulnerable Sector Check**, and three (3) Work References which includes “their current” contact information. Send **Complete Package** to Attention Colleen at mail.kbpv@gmail.com or Fax 403-627-5850. **Application Deadline March 29, 2019 4:00pm**

We thank all applicants for their interest. All applications will be reviewed to determine which candidates best meet the needs of available positions. Only individuals selected for interviews will be contacted.