



Parks Canada

Heritage Presenter

Reference number: CAP18J-011557-000220

Selection process number: 2018-CAP-GBOE-OMNIBUS-SEAS-RM-OC-057

Parks Canada - Ontario East, Kingston, ON

GT-01 Anticipatory - Seasonal Indeterminate

Salary: \$43,420 to \$48,879 (under review)

For further information on the organization, please visit [Parks Canada - Georgian Bay and Ontario East](#)

Closing date: 30 November 2018 - 23:59, Pacific Time

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential. [Assessment accommodation](#)

Duties

Delivers interpretive presentations, programs and activities to provide visitors of the park with opportunities to discover, appreciate, learn about and enjoy the place and its natural and cultural resources, and understand their significance to Canada.

In this role, you will:

- Present meaningful, captivating and enjoyable interpretation programs and activities to deliver park messages.
- Greet and orient visitors; deliver reception, orientation, public safety and interpretive messages.
- Provide feedback and suggestions to improve programs and services.
- Demonstrate interpretation techniques and practices to new staff and volunteers.
- Ensure that rules, procedures and regulations regarding public and employee safety are followed.

Work environment

Stream 3: The Heritage Presenter will join a team of enthusiastic and energetic individuals showcasing Canada's cultural heritage and helping our visitors learn more about our past.

Intent of the process

This process is intended to fill existing vacancy(ies) but may be used to fill anticipated vacancy(ies) with the same or similar work description and language requirements, including indeterminate (permanent) and term opportunities, or in different locations.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

A covering letter in 2,000 words (maximum)

Contact information for 3 references.

In order to be considered, your application must clearly explain how you meet the following (essential qualifications)

A secondary school diploma or PSC approved alternatives or acceptable combination of education, training, experience and/or traditional knowledge relevant to position.

Note: Acceptable combination of education, training and experience:

Two years of secondary school or PSC approved alternatives; AND

- Successful completion of a minimum of one (1) course relevant to the duties of the position (e.g., courses taken through continuing education facilities, colleges, universities, professional or governmental organizations or employers including training provided by Aboriginal elders or group that may include but are not limited to courses in heritage interpretation, communications, public speaking, performing arts); AND
- A minimum of three (3) months experience working in the fields of education, interpretation, and/or outreach-communications.

Degree equivalency

EXPERIENCE

- Experience in providing service that entailed direct contact and communication with the public.
- Experience in delivering messages/information to groups.

If you possess any of the following, your application must also clearly explain how you meet it (other qualifications)

ADDITIONAL QUALIFICATIONS

- Experience in theatre/performing arts, interpretation, education, museum education or story telling
- Experience travelling and/or working in the field.
- Experience in handling cash

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

Bilingual positions, level __ B / __ B_, BBB/BBB, BBC/BBC imperative to appointment

English essential

[Information on language requirements](#)

Second Language Writing Skills Self-Assessment

In order to help you decide if you should apply to a bilingual position, an optional self-assessment of your writing skills in your second official language is available for you to take before completing your application.

For more information, please consult:

[Unsupervised Internet Test of Second Language Writing Skills](#)

KNOWLEDGE

- Ability to present by guided, theatrical, or storytelling means.

PERSONAL SUITABILITY

- Exercises sound judgment
- Personally connects with others
- Demonstrate Integrity
- Strives for excellence

The following may be applied / assessed at a later date (may be needed for the job)

OPERATIONAL REQUIREMENTS

- Work shift-work, and/or weekends, and/or statutory holidays and provincial/territorial holidays
- Wear a Parks Canada uniform as per the uniform policy and/or dress in period costume as per Parks Canada requirements
- Stand/walk/hike for prolonged periods
- Must be willing to perform certain physical tasks such as light facility cleaning duties
- Handle wild life and captive animals
- Work and/or travel in varied terrains, weather conditions, isolated locations and by various means of transportation
- Possession of a valid First Aid and CPR (level C and AED)

Conditions of employment

Reliability Status security clearance

- Obtain and maintain a valid Driver's License

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply. [Information on employment equity](#)

HOW TO APPLY

You are required to submit your application online.

There are three streams so candidates must identify which stream they are applying for (or all) and ensure they provide details on the elements for the respective stream.

1. COVER LETTER

Applicants must clearly demonstrate in their cover letter how they meet the Education and Experience factors listed in the essential and additional qualifications (where applicable). Applicants must list both of these factors in their cover letter, and then write one or two paragraphs for each demonstrating how they meet these factors by providing concrete examples.

Please note that it is not sufficient to only state that these factors are met or to provide a listing of current or past responsibilities.

Failure to clearly demonstrate in your cover letter how you meet the Education and Experience factors may result in the rejection of your application.

Normally, applicants will not be solicited for incomplete or possible missing information.

Candidates will be asked to provide proof of their education credentials at a later date.

2. RESUMÉS

Resumés will be used **ONLY** as a secondary source to validate the experience described in the cover letter.

3. OTHERS (if applicable)

Please identify clearly your substantive group and level and your employment status on your resumé and/or application form.

ASSESSMENT

- A written examination may be administered
- An interview will be administered
- Reference checks will be sought

Persons are entitled to participate in the appointment process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.

Parks Canada Agency considers applications from all individuals who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

If you require accommodation at any stage of the process, please advise us as soon as possible.

Those selected for an interview should be prepared to provide the following information:

- Names of their references
- Proof of education credentials, in the form of a diploma or official transcript.

Please submit your completed application, including all of the above-mentioned documentation. Failure to do so may result in your application being rejected.

ADDITIONAL INFORMATION

PLEASE NOTE: Our intention is to communicate with candidates via e-mail for screening/assessment purposes (including issuing screening results, and sending invitations for written tests and interviews). Candidates who apply on this selection process must include in their application a valid e-mail address and make sure that this address is functional at all times and accepts messages from unknown users. It is the candidate's responsibility to provide any changes to their personal information to the contact indicated on this job advertisement.

The essential qualifications that are listed in the statement of merit criteria are mandatory. A pass mark will be established for each. Applicants may be appointed to the position even though he/she does not meet any or all of the asset qualifications. However, meeting these criteria is desirable and may be a deciding factor in choosing the person to be appointed. In the event that there are as many applicants who meet the essential qualifications as there are vacancies, the manager may decide not to assess some or all of the asset qualifications.

Successful candidate(s) must meet and maintain the conditions of Employment throughout their employment.

Persons who have received pay in lieu of unfulfilled surplus period, a Transition Support Measure (TSM) or an Educational Allowance and are re-appointed to the Parks Canada Agency are required to reimburse an amount corresponding to the period from the effective date of such reappointment or hiring, to the end of the original period for which the TSM and education allowance was paid. Please contact (Name of HRM), Human Resources Manager if you are one of these individuals to find out how this applies to your particular situation.

Persons who are in receipt of a Canadian Government Public Service pension and are considering this employment opportunity with the Parks Canada Agency, should contact the PWGSC Public Service Pension Centre (1-800-561-7930) in order to determine the impact of an appointment on their pension benefit entitlements.

The Parks Canada Agency is established as a separate employer in the Federal Public Service under the Financial Administration Act. Persons appointed to the Agency continue to be part of the Public Service. The Parks Canada Agency operates under its own human resources framework outside of the Public Service Employment Act and in line with values of fairness, competence and respect, and its operating principles.

In accordance with paragraph 8(2)(a) of the Privacy Act, information or material, whether provided directly by the candidate or otherwise obtained by the selection board, used during the selection process for the purpose of assessing a candidate may be used as part of the selection review and recourse processes. Such relevant information may be provided to third parties, such as other candidates or their representatives, who have a legitimate reason to be aware of that information.

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Aboriginal peoples, persons with disabilities and members of a visible minority group to self-identify in their cover letter.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the Public Service Commission or the departmental official in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

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