

Job Description of Chief Interpreter of Medicine Hat Interpretive Program

Approved by GN Board – 5 September 2023

The Chief Interpreter (CI) will report to the Medicine Hat Interpretive Program Operations Committee which is part of the Society of Grasslands Naturalists.

Job Overview

The CI manages the Interpretive Program based at the Police Point Park Nature Centre as per the service agreement between the Grassland Naturalists and the City Parks Department. This includes:

- Hiring staff as funding allows
- Supervising and mentoring staff
- Developing supportive community networks
- Investigating funding possibilities.
 - o Preparing applications for grants which fit the mandate of the Interpretive Program.

Responsibilities and Duties

- Staffing:
 - o Chief Interpreter will organize the staffing of the Interpretive Program.
 - o Year-round staff are hired for their knowledge and skills.
 - o CI will develop a team of Park Interpreters who can deliver a variety of programming throughout the year.
 - o CI will apply for subsidies for summer staff and will organize the competition to fill available positions.
 - o CI will plan the training, mentoring, and supervision of summer, part-time and year-round staff.
- Governance
 - o CI will be familiar with the Society's bylaws as well as the Policies and Procedures relevant to the operation of Medicine Hat Interpretive

Program. These will be identified by the Governance Committee, which will also provide the required training.

- Funding
 - Chief Interpreter will work on funding opportunities beyond the service agreement which the Grasslands Naturalists have with the City of Medicine Hat Parks Department.
 - CI will research funding opportunities which match the mandate of the City and Interpretive Program.
 - CI will prepare applications for project funding through grants and sponsorships.
 - CI will coordinate the projects and reports necessary with this funding.
- Community Support:
 - The Chief Interpreter will liaise and coordinate with community groups, building attitudes of cooperation and mutual support. Clubs and service organizations are an important part of the supporting network of Interpretive Program activities.
- Ongoing Learning:
 - The Chief Interpreter will stay open to new ideas and approaches, including changes in education policies, practices and tourism trends.

Qualifications:

- The Chief Interpreter should have a post-secondary education or equivalent experience.
- The CI will have extensive and varied experience including informal and formal education, ecological and environmental knowledge and superb communication skills.
- The CI will have an appreciation of prairie heritage. Human history intertwines with natural history and cannot be separated. Appreciation and understanding of these relationships ~~is~~ are essential.
- The CI will be enthusiastic about working with people and will maintain a positive outlook.

- The CI will recognize the values of cooperative approaches within the community.
- The CI will have an openness to new ideas.
- The CI must have driver's license and an ability to be insured.
- The CI will need to be able to navigate park trails, engage in outdoor activities and lead groups of all ages in many different locations.