



2022 Seasonal Park Recreation & Resource Officer Competition

Frequently Asked Questions

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

Q. How do I apply for the position of Park Recreation & Resource Officer?

- The job advertisement is posted on the [Alberta Parks Jobs](#) webpage and the [Government of Alberta career postings webpage](#).
- Please apply online through <https://jobs.alberta.ca/>. You will need to create a candidate account to apply where you will be able to track the status of your application.
- It is important to ensure your cover letter, resume and any other related documents are submitted and saved using the naming convention of your first name then last name (**Joe_Smith**).
- Please ensure that you provide details when identifying skills, talents or experience in any of the aspects advertised as being valuable for this position. For example, if you tell us you have customer service skills or experience, you must provide details such as where and when you obtained them and to what extent you practiced them.
- Note that skills, talents or experience can be obtained from a wide range of opportunities including education, employment, volunteering, clubs and hobbies. Resumes that do not adequately and clearly represent a candidate's related skills and abilities may not be given further consideration.

Q. Which locations are you recruiting to?

A. Positions are available in a variety of locations across the Province. Positions are usually based out of a designated office or Provincial Park, however staff may travel throughout a larger area and work in several Park locations. For further details on each location being recruited to, please view the District Placement Descriptions PDF. You will be asked to pick your top three preferred locations when you apply.

Q. What should I expect in the interview?

A. Interviews will be held in person on weekends in late January and early February in Calgary and Edmonton. The interview will be a full day workshop that in addition to a short interview will include activities to assess for the skills, knowledge and abilities required for these roles.

Q. Does this job involve performing an enforcement role?

A. No, the Park Recreation and Resource Officer position is a non-enforcement role. They are not appointed peace officers and do not perform enforcement actions such as writing tickets or evicting campsites.

The Park Recreation and Resource Officers are front-line, customer service oriented positions that assist park visitors with information and education on park conservation, regulations, amenities and public safety. They will also assist with park operations such a revenue collection, recreation and visitor management.

Q. Will I receive training?

A. Yes, in-depth training on parks operations, job functions and occupational health and safety will be provided through a mix of on-line and in-park training. An intensive 1-2 week training period will take place at the start of the season. Further training may occur periodically throughout the season as job functions change with operational demands.

Q. What is the duration of the job?

A. Approximately early May to the September long weekend. Individual parks may vary somewhat and offer shorter or longer terms depending on their needs and budgets. See District Location Descriptions for more information.

Q. What is the work schedule like and what are the days off?

A. In most parks you will work 7.25 hours per day and 36.25 hours per week, and are expected to work all weekends with up to four evening shifts per week in July and August in some parks. Because this is a seasonal position, 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.

Depending on the park, staff will receive two consecutive weekdays off per week (Mon/Tues, Tues/Wed or Wed/Thurs).

Q. How much does the job pay?

A. Starting wage is commensurate with specific responsibilities, location and experience. For Park Recreation and Resource Officer positions, the starting wage is \$22.99/hr plus 11.2% holiday & vacation pay in lieu of benefits. For Lead Park Recreation and Resource Officer positions, starting wage will be \$23.78/hr plus 11.2% holiday and vacation pay. These wages are currently under union negotiation and may change in 2022.

Additional pay for evenings and weekends includes \$3.25/hr. for all hours worked on Saturdays and Sundays and \$2.75/hr. when at least one-half of the shift falls after 4:00 p.m. Premium pay is also available for late shifts on Fridays.

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. Where do Park Recreation & Resource Officers live?

A. Shared housing unit rental accommodation is available for staff in most parks. 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, food, and consumable cleaning supplies. Pets are not allowed in any seasonal government housing, unless they are working dogs (i.e. Karelian bear dogs, seeing-eye dogs). You are also able to find your own accommodation arrangement in a near-by community if you prefer.

Q. Do I need a private vehicle?

A. Government vehicles may be provided for work purposes only and may not be used for personal business. It is recommended that you have a private vehicle for personal use in all locations. Due to the location of some parks, you 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.

The cost of footwear is not covered. You are responsible for providing your own appropriate and presentable footwear (dark-coloured hikers or outdoor shoes). You may not wear sneakers or sandals with the uniform.

Uniform pants will need to be purchased on your own however, depending on the Park in which you are working, they may be reimbursed. Guidelines on the type of pant will be sent to you prior to commencement.

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. Successful candidates who provide a receipt for Criminal Records Check expenses will be reimbursed.

Q. What certifications do I need to have and when?

A. If you are offered a placement in a park for the season, the following must be uploaded online to your job profile on the 1GX system as soon as possible:

- The Alberta Class 5-Full or Graduated Driver's License or out-of-province equivalent.
- A valid certificate for Standard First Aid with Level C CPR (We **do not** reimburse First Aid Certificate expenses).
- A current Commercial Driver's Abstract, less than 60 days old as of your first day of work. We reimburse Driver's Abstract expenses for candidates who are hired and submit a proper receipt.

NOTE: If your current certifications expire before September 5th, 2022, please renew them before your first day of work.

Q. Who do I contact if I have further questions on the job posting?

Any additional questions can be emailed to aep.prrerecruitment@gov.ab.ca.