



Seasonal Park Ranger Competition

Frequently Asked Questions

To be considered for an interview, you must clearly represent yourself in your resume and cover letter. Both documents **MUST** be up to date and submitted to [Alberta Parks Jobs](#) when you apply.

Q. How do I apply for the position of Park Ranger Lead or Park Ranger?

How to Apply

- The job advertisement is posted on:
 - **Alberta Parks Jobs webpage:** [Alberta Parks Jobs](#)
 - [Government of Alberta career postings webpage](#)
- **Apply Online:** <https://jobs.alberta.ca/>
 - You will need to create a candidate account to apply.
 - You can track the status of your application through your profile.

Application Requirements

- Ensure your cover letter, resume, and any other related documents are:
 - **Up to date**
 - Submitted using the naming convention: **Resume-LASTNAME.Firstname**
- Provide **detailed examples** when identifying skills, talents, or experience relevant to the position.
 - *For example:* If you state you have customer service experience, include where and when you obtained it and to what extent you practiced it.
- Skills, talents, or experience can come from:
 - Education
 - Employment
 - Volunteering
 - Clubs and hobbies
- Resumes that do not **clearly demonstrate related skills and abilities** may not be considered further.

Q. Which locations are you recruiting to?

Location and Placement

- Positions are available in **various locations across the province.**
- Most roles are based out of a designated office or Provincial Park, but staff may need to travel within their district and work at multiple locations.
- For detailed information on each location being recruited, please review the **District Placement Descriptions PDF.**

- When applying, you will be asked to **select your top three preferred districts**. These choices will be indicated in **1GX** during your application.
- During the interview process, we will again confirm your **district location preferences**.

Please Note: While your preferences will be taken into consideration during placement, they are not guaranteed. Placements are determined based on availability, and you may receive an offer for a location different from your stated preference.

Q. What is the process for returning Park Rangers to return to new or same work location:

Returning Staff and Rehire Process

1) Returning to the Same District and Classification (NR3 or NR4)

- If you are a returning Park Ranger and wish to return to the **same district and same classification**, you must:
 - Reapply through 1GX selecting that district.
 - Complete the rehire interview process.
 - Provided there are no concerns identified, you will receive a conditional offer to return before the season begins.

2) Requesting a New Work Location (Same Classification: NR3 or NR4)

- If you are a returning Park Ranger seeking a **new district**, you must:
 - Apply through the **1GX job competition**.
 - Indicate up to **three preferred districts**.
- You will be placed in the **general candidate pool** and interviewed alongside new applicants.
- After interviews are completed, positions are offered based on:
 - **Interview scores**
 - **Background assessments**
- If your preferred locations are not available:
 - You will be offered a position in your **previous district**, if available.
 - If you decline, you will remain in the **general candidate pool** and may be considered for other districts based on your interview score.

Important Note:

- Once you **accept a position**, whether in your previous district or a new one, you are **not eligible to transfer** to another district later, even if vacancies arise.
- This process does **not apply** to returning Park Rangers applying for a **promotion to NR4 classification**.

Q. What should I expect in the interview?

Interview Format:

- Interviews will be competency-based, including both behavioral and technical questions.
- Each interview will be conducted by two interviewers speaking with one candidate, either in-person or virtually.
- Interviewers will take notes to assess your skills, knowledge, and abilities relevant to the Lead Park Ranger and Park Ranger roles.

Interview Locations & Eligibility:

- In-person interviews will be held in Lethbridge and Edmonton at prearranged venues.
- Applicants currently residing North of the 55 parallel, Out of Province or Out of Country will be offered a virtual interview via Microsoft Teams.

Interview Schedule:

- In-person interviews will take place Tuesday to Saturday over a two-week period.
- Virtual interviews will take place Wednesday to Friday over a one-week period.

Virtual Interview Requirements:

- Use a laptop with a stable internet connection (avoid using a phone).
- Ensure your camera and microphone are working properly.
- You must not use ChatGPT, study notes, or other screens during the interview.
- Setup in a private location (not at a business, library or public setting.)

Q. Does this job involve performing an enforcement role?

- The Park Ranger position is a **non-enforcement** role.
 - Park Rangers are not appointed as peace officers or conservation officers.
 - They do not perform enforcement actions such as writing tickets or issuing eviction notices.
- **Primary Responsibilities:**
 - Serve as front-line team members, facilitating safe and positive experiences for park visitors.
 - Act as the primary point of contact for visitors in the field.
 - Educate and encourage compliance of park legislation and regulations.
 - Support a positive camping and recreational experience by:

- Delivering exceptional customer service
- Providing accurate information
- Assisting with issue resolution

Q. Will I receive training?

Training and Development

- **Comprehensive Training Provided:** All staff will receive in-depth training on park operations, job functions, and occupational health & safety.
- **Park Ranger Training:**
 - Training will be completed within your district.
 - Additionally, there will be one week of in-person Provincial training during the first week of May.
- **Costs Covered:** All Provincial training costs are covered by **Alberta Parks**. Summer staff will **not incur any associated expenses**.
- **Ongoing Training:** Further training may occur periodically throughout the season as job functions evolve with operational demands.

Q. What is the duration of the job?

Seasonal Term

- **Approximate Start Date:** Late April to early May
- **End Date:** September long weekend
- Individual parks may offer shorter or longer terms depending on operational needs and budgets.
- It is essential that staff are available for the entire summer, including the September long weekend.
- Some regions may offer extensions into the fall, based on budgets and seasonal projects.

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

- In most parks, you will work 7.25 hours per day and 36.25 hours per week.
- You are expected to work all weekends, with up to four or five evening shifts per week during July and August in some parks.
- Because this is a seasonal position, staff must be available for the entire summer, except for regular scheduled days off.
- Work hours will vary by location. You may be scheduled for day shifts or evening shifts, depending on district operational needs.
- 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?

Compensation

Starting wages are determined based on specific responsibilities, location, and experience.

- **Park Ranger Positions (NR3):**
 - \$25.07 to \$31.72 per hour
 - Plus 11.2% holiday & vacation pay in lieu of benefits
- **Lead Park Ranger Positions (NR4):**
 - \$25.92 to \$32.80 per hour
 - Plus 11.2% holiday & vacation pay in lieu of benefits

Shift Premium Pay

- **Weekend Premium:** \$3.25 per hour
- **Evening Premium:** \$2.75 per hour
 - Administered in accordance with the collective agreement.

Q. Where will I be placed?

Placement Considerations

- We make every effort to place successful candidates in their preferred locations whenever possible.
- However, the recruitment committee cannot confirm seasonal vacancies until the hiring process begins.
- Vacancies can fluctuate due to many returning staff requesting transfers to new districts or promotions to Lead Park Ranger positions.

Important Note:

- Kananaskis does not have any Lead Park Ranger roles.

Q. Where do Park Rangers live?

Staff Housing

- Shared staff housing is available in most parks.
- **Monthly Rent:** Approximately \$295 per person (*subject to change*).
- Housing is fully furnished and includes cooking and eating utensils.
- Staff must bring:
 - Bedding
 - Food
 - Consumable cleaning supplies
- **Pets are not allowed** in any seasonal staff housing.
- You are welcome to arrange your own housing in a nearby community if preferred.
- Some staff housing may have Starlink internet available.

Q. Do I need a personal vehicle?

Vehicle Use and Transportation

- Government vehicles are for **work purposes only** and must not be used for personal business.

- It is recommended that you have a personal vehicle for use in all locations.
- Due to the remote nature of some parks, you **must** have a personal vehicle to manage personal needs (e.g., buying groceries, attending appointments).

Q. Will I need to wear a uniform?

Uniform and Professional Appearance

- Staff are expected to present a professional and presentable image to the public.
- A **uniform is provided**, and you are required to:
 - Wear the uniform while working.
 - Adhere to uniform policy at all times.
- A process for reimbursement of uniform pants and detailed uniform guidelines will be explained by your supervisor prior to your start date.

Footwear Policy

- The cost of footwear is **not** covered by Alberta Parks.
- Staff are responsible for providing their own appropriate and presentable footwear, which must be:
 - hikers or outdoor shoes
- **Not permitted:** Sneakers or sandals when wearing the uniform.
- Some regions may require safety boots (steel toe) for certain operations.
 - These safety boots will be reimbursed as per the collective agreement.

Q. Do I require a “Criminal Records Check”?

Pre-Employment Screening

- **Criminal Record Check:**
 - Prior to being offered a position, you must complete a criminal record check via Backcheck.
 - This process helps expedite hiring by reducing wait times compared to local police services.
 - The check confirms that you have not been charged or convicted of a criminal offence.
- **Process:**
 - Initiated and completed by our Talent Acquisition team.
 - You will receive instructions **AFTER your interview** on how to complete the check.
- **Reimbursement:**
 - Successful candidates who provide a receipt for Criminal Record Check expenses will be reimbursed at commencement.

Q. What forms are needed by the hiring committee and how do I submit them?

Required Forms

Applicants who advance in the hiring process will be asked to complete **four mandatory forms**:

- 1. Declaration and Consent to Release Information**
 - a. Authorizes Alberta Parks to collect and conduct a criminal record check.
- 2. Consent to Obtain Employment Reference Information**
 - a. Allows Alberta Parks to contact previous employers for reference checks.
- 3. Consent to Verify Post-Secondary Academic Credentials**
 - a. Permits verification of educational qualifications.
- 4. Supervisor/Manager Reference Form**
 - a. Requires you to provide three names of supervisors or managers for background/reference checks.

Submission of Required Documentation

- The four required forms must be **emailed to**:
FP.ParkRangerRecruitment@gov.ab.ca
- These documents are **mandatory** for your application to proceed in the job competition.
- Failure to submit these forms may **impact your status** in the hiring process.

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

Additional Documentation for Conditional Offers

If you are offered a **conditional placement** for the season, you must email the following to your **Park Ranger Team Lead or Supervisor** to continue in the hiring process:

- 1. Driver's License**
 - a. An active Alberta Class 5-Full or Graduated Driver's License (or out-of-province equivalent).
 - b. Submit a photo of your license.
- 2. Standard First Aid with Level C CPR Certificate**
 - a. Must be valid for the entire employment period.
 - b. **Note:** Alberta Parks does not reimburse First Aid Certificate expenses.
- 3. Current Driver's Abstract**
 - a. Must be **less than 60 days old** as of your first day of work.
 - b. **Reimbursement:** Candidates who are hired and submit a proper receipt will be reimbursed for Driver's Abstract expenses.

Important:

If your certifications **expire before September**, you must renew and submit them ASAP.

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

Any additional questions can be emailed to the Park Ranger Recruitment Committee at:
FP.ParkRangerRecruitment@gov.ab.ca