

## Vuntut Gwitchin Government

- A. Identification: JTC Interpreter
- Department: Natural Resources/Parks Canada
- Supervisor: VGG Heritage Manager/Parks Canada-VNP Communications, Visitor Service, Heritage Presentation Officer III
- Date: October 2010 (Revised February 2012)
- Status: Full time
- Level 6
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B. Job Summary

Reporting to the VGG Heritage Manager/VNP Communications, Visitor Service, Heritage Presentation Officer III; this position provides visitor services at JTC, organizing presentations, creating exhibits and programs, researching and collecting exhibit materials and maintenance of exhibits. The position assists the supervisor in developing funding proposals, programming budgets and work plans. Position is also responsible for marketing the JTC to achieve maximum usage and other related office duties.

C. Main Duties

Coordinates and manages visitor services in the John Tizya Centre along with a range of programs and processes designed to increase the knowledge, understanding and preservation of Vuntut Gwitchin culture, heritage and traditions, by:

- Developing, managing and evaluating educational programs for the JTC for citizens, special interest groups and the general public;
- Researching, collecting, preserving and interpreting artifacts and other heritage materials specific to the Vuntut Gwitchin culture and heritage;
- Liaising with a variety of governments, agencies and other organizations in order to promote and market the JTC
- Producing a variety of reports, recommendations, and options for preserving and maintaining respect and understanding of Vuntut Gwitchin culture, and traditions;
- Assisting the Supervisors in developing work plans for the JTC and it's programs;
- Assisting the Supervisors developing funding proposals to assist the JTC in meeting it's mandate by securing additional financial resources;
- Providing detailed monthly reports to the Supervisors on JTC activities and plans;
- Researching other successful interpretive programs, compiling information and providing information summaries to the Supervisors;
- Maintaining visitor information and other relevant statistics and prepares JTC usage reports;
- Liaising with tourism departments, agencies and companies throughout the territory to promote awareness of and interest in the JTC.

D. Job Knowledge and Skills

Education

- Grade twelve or equivalency combined with post-secondary coursework in marketing, tourism, cultural studies or a related discipline;
- Knowledge, understanding and sensitivity to First Nations traditions and values;

- Strong communication skills, both oral and written;
- Ability to assist developing proposals and recommendations;
- Presentation skills;
- Ability to operate audio visual equipment;
- Ability to use a computer and associated software;
- Knowledge and understanding of Vuntut Gwitchin history, culture, and traditions.

Management Skills

- Strong organizational and time management skills;
- Ability to develop schedules for tasks and JTC activities;
- Ability to develop goals, objectives and priorities;
- Ability to develop and manage cultural projects;
- Decision making and problem solving skills;

Specific Skills

- Ability to create documents using Word, Excel, and PowerPoint
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to do artifact conservation

Interpersonal Skills

- Ability to foster a team approach to work;
- Ability to facilitate and make logistical arrangements for meetings;
- Ability to deal with stress effectively;
- Ability to take the initiative;
- Ability to plan and develop strategies and initiatives;
- Well developed presentation skills;
- Excellent interpersonal skills;
- Excellent public relations skills;
- Ability to foster and maintain trust in the community

E. Decision Making

The Supervisors determine the general goals and objectives of the JTC. The position is expected to work with considerable independence in ensuring the established objectives are met. Problems will normally be varied, but often routine in nature. Issues that are out of the ordinary will be referred to the Supervisors for resolution.

F. Impact/Accountability

This position has full accountability for the effectiveness of the plans and initiatives developed with respect to Vuntut Gwitchin history, culture and way of life. The position will also be evaluated on the plans, strategies and initiatives developed, both short and long term for the JTC. Due to the constant interaction with the general public, the position has a significant impact on the public's perception of the Vuntut Gwitchin.

G. Key Personal Contacts and Nature of Contacts

<b>WHO</b>	<b>Purpose</b>	<b>Frequency</b>
Supervisor	Informing and discussing tasks and receiving direction	Weekly, as required

Heritage Researcher	Information exchange, coordination	Weekly, as required
Heritage Technician/Summer Students	Information exchange, coordination	Weekly, as required
Territorial Government	Consultation, funding requests, accessing programs, reports, information exchange	As required
Federal Government	Consultation, funding requests, accessing programs, information exchange	As required
Vuntut Gwitchin citizens	Discussing policy, delivering programs, resolving problems	As required
Boards and Committees	Discussion, planning, policy review, consultations, information exchange	As required
Visitors	Information exchange, inquiries, services	Daily

#### H. Positions Supervised

Number of positions supervised directly:	None
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#### I. Working Conditions

- This position is generally located in the JTC. This position will interact constantly with the general public.

##### Spiritual

- Balancing traditional beliefs and practices with modern administrative methods.
- Representing Gwich'in culture in a manner that respects personal privacy but also shares information with visitors and community members

##### Physical

- Approximately 70% of time using the computer
- Travel: May be required to travel up to four times per year.
- Remote living conditions with extreme temperature and light conditions
- Indoor and outdoor requirements for program delivery and exhibit maintenance/development

##### Mental

- Responding to high degree of constant interruptions while maintaining a pleasant demeanor
- Balancing demands of multiple customers
- Striving for quality service while multi tasking

##### Emotional

- High degree of dealing with visitors and community members who require personal attention or have varying communication skills

#### J: Conditions of Employment

- Mandatory confidentiality is a condition of employment for all Vuntut Gwitchin personnel. Failure to meet this requirement could result in dismissal.

**SIGNATURES:**

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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