

Vuntut Gwitchin Government

A.	<u>Identification:</u>	Game Guardian
	<u>Department:</u>	Natural Resources
	<u>Supervisor:</u>	Director, Natural Resources
	<u>Date:</u>	March 2011
	<u>Status:</u>	Full-time
	<u>Level:</u>	5

- B. Job summary:
Reporting to the Director, this position is responsible for collecting fish & wildlife harvest information on traditional territory and settlement lands, communicating with and educating VGFN citizens and the general public regarding fish and wildlife, and participating in fish and wildlife planning.

C. Main Duties:

Collecting, and storing information on fish & wildlife harvest and movement by:

- Interviewing individuals who are hunting, fishing and trapping to determine harvest numbers
- Receiving information from individuals who observe others who are hunting, fishing and trapping
- Receiving information from individuals who are living or moving about on the land regarding movement of fish and wildlife, and animal sightings and behaviors
- Receiving reports on poaching or other concerns from citizens, residents and visitors regarding improper harvesting, discussing inappropriate harvesting with identified citizens or consulting with government enforcement personnel about the situation
- Conducting field patrols and using other methods of observing harvesters and wildlife activity, and collecting harvest information
- Developing and maintaining a database of harvest numbers
- Work with various government agencies, non-government organizations, and boards & committees to combine and coordinate the monitoring programs
- Mapping and noting GPS locations of animal kill/observation sites and patrol routes

Educates and informs citizens, residents, and recreational users on conservation, harvesting, enforcement and compliance, and fish and wildlife related issues by:

- Issuing public reports and warnings of animal sightings and movement, or changes in land, water or environment that could affect safety of people and equipment
- Conducting and/or attending school talks and public meetings, and making presentations to various groups, boards, committees and government officials
- Preparing and posting notices, making exhibits, developing brochures, posters and other printed materials for distribution
- Organizing activities
- Analyzing data, determining implications and issuing directives

Participates in developing plans to sustain fish and wildlife populations by:

- Attending meetings, symposiums and conferences attended by First Nations and NGO staff, federal and territorial government officials, and other professionals associated with fish and wildlife
- Consulting with citizens and developing and implementing strategic plans, practices, policies, and procedures, and monitoring and changing as needed
- Consulting with enforcement personnel about harvesting issues and developing ways to address problems
- Preparing program budget for supervisor to submit with department budget
- Preparing and submitting proposals
- Conducting research, gathering information and submitting to appropriate associates
- Determining and discussing integration or combination of services with other service providers, partners, federal, territorial and VG government departments

D. Job Knowledge and Skills:**Education:**

- Certificate or diploma in one or more of the following: natural or renewable resource management, fish and wildlife management, or environmental studies, or equivalent in experience and training.
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of fish and wildlife laws and regulations
- Knowledge of fish and wildlife species and habits specific to the traditional territory and settlement land
- Knowledge of fish and wildlife habitat, waterways and land topography specific to the traditional territory and settlement land
- Knowledge of impact of land and water use by people on fish and wildlife populations

Management Skills:

- Ability to be a team player
- Ability to problem solve
- Ability to prioritize and rank issues in relation to the overall goals of the VGFN.
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines.
- Ability to research, analyze and plan
- Ability to follow budgets

Specific Skills

- Ability to use email, Word, Excel and databases
- Ability to use GPS software such as ArcView
- Ability to read and understand various topography maps
- Ability to use firearms
- Ability to recognize animal signs
- Ability to be self-sufficient in the wilderness
- Ability to use satellite phone, atv, snow mobiles and riverboats

Interpersonal Skills:

- Ability to function in a cross-cultural environment
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens, community residents, and with outside agencies, partners

and business associates.

E. Decision Making:

This position is directly responsible to the Director, and Vuntut Gwitchin citizens. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and delivering projects, and determining which recommendations are forwarded to the supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Sustaining fish and wildlife populations is critical for the well being of VGFN citizens.

G. Key Personal Contacts

Who	Nature of Contact	Frequency
Who	Purpose	Frequency
Supervisor	Informing and discussing tasks; receiving direction; information exchange.	As required
Vuntut Gwitchin Citizens	Consulting; education; sharing information	As required
Steering & Planning Committees, Boards & Working Groups	Planning; consultation; information exchange	As required
Federal/Territorial Governments	Planning; consultation; information exchange	As required

H. Supervised positions: 0

I. Working Conditions:

This position is located in a normal office environment with frequent field trips with travel by snow machine, ATV, boat, helicopter or small aircraft.

Spiritual:

- Balancing traditional beliefs and practices relating to use of fish and wildlife with modern conservation practices.

Physical:

- Approximately 60% of time using the computer
- Travel: multiple field trips in all seasons, from day trips to trips lasting up to 7 nights and either camping or staying in cabins; one trip each fall to traditional lands on the Dempster Highway through Dawson City; one trip per year to Whitehorse or Dawson
- Remote living conditions in extreme temperatures and light changes.

- Working regularly in outdoor, rugged and remote environments

Mental:

- Strong possibility of confrontational encounters with individuals resisting or upset about conservation, harvest monitoring or enforcement of laws and regulations
- Possibility of attack from wildlife when on patrol
- Possibility of equipment failure while on patrol
- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Shifting priorities to respond to Vuntut Gwitchin government and community needs

Emotional:

- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable with or don't understand laws and regulations regarding conservation and fish and wildlife harvesting.

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to conduct field trips frequently
- Standard First Aid Certificate or Wilderness First Aid Certificate or willingness to obtain.
- PAL or willingness to obtain

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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